

Cygnus Home Service, LLC Employee Referral Program

To submit a referral please follow these steps:

Send the below information to recruitment@cygnusdelivers.com

- a. Subject: Home Service ERP
- b. Your employee number
- c. Candidate's full name
- d. Candidate's phone number
- e. Position being referred for



Purpose: Cygnus Home Service, LLC encourages employees to refer qualified applicants for open positions. The Employee Referral Program ("ERP") recognizes and rewards employees for referring high quality candidates to the company. The ERP is designed to supplement candidate pools, reduce cost per hire and boost employee engagement through a reward payout to employees whose referrals are hired. The ERP supports the company's "We compete to Win" strategy. It will always be the policy of Cygnus Home Service, LLC to be an equal opportunity and Affirmative Action employer.

Referral Awards:

An employee that refers a qualified candidate that is hired for any hourly position including; any corporate hourly position or commissioned position will receive:

- \$200 after 90 days from the new hire start dates
- \$200 after 180 days from the new hire start date

An employee that refers a qualified candidate that is hired for a salaried/professional position will receive:

- \$500 after 90 days from the new hire start date
- \$500 after 180 days from the new hire start date

An employee that refers a qualified candidate that is hired for a Director+ position will receive:

- \$1,500 after 90 days from the new hire start date
- \$1,500 after 180 days from the new hire start date

Disclosure: Referrals must be within the same company, no cross referrals accepted between Schwan Home Delivery and CJ/Schwan's.

By submitting the email, you are agreeing to the below Employee Referral Program's terms and conditions.

A successful employee referral must be made in accordance with the following general provisions:

- Candidates must meet the stated qualifications of the position and are required, as are other applicants, to demonstrate their skills or aptitude to perform the job.
- All referred applicants will receive equal consideration and are processed in the same way as other applicants.
- No referral bonuses are paid for referrals that are already employed by Schwan's, retirees, temporary employees transitioning to regular employment, persons returning from a leave of absence.
- Rehires are eligible if:
 - Rehire left the company more than 1 year ago.
 - Has not been rehired by the company previously.
 - Determined eligible for rehire.
- To be eligible for referral bonus payments, the referring employee must be on the payroll at the time of scheduled payment or qualify as an official retiree of Schwan's.
- All employees of The Schwan Food Company are eligible to participate in the Employee Referral Program with the exception of:
 - All Human Resources employees.
 - Executives with the title VP and above.
 - Employees who are involved in the recruitment/hiring process for the referred candidate or referred position including the hiring manager, recruiter and any other interviewers.
 - Temporary/contract employees
- This policy doesn't apply to any employee recommending someone who is already employed by Schwan's in a different position within the organization.
- The referral form must be received no later than 10 business days following the new hire's start date – no exceptions.
- The Employee Referral Bonus payout will be made via the employee's payroll in which applicable taxes will be deducted from the gross payment amount.
 - Requests for payment are sent the 1st Thursday/Friday of each month. Following, processing the referral amount will be added to the next bi-weekly check.
- In the case of duplicate referrals, the Employee Referral form that is received by Human Resources first will be the eligible referral.
- A referral will remain valid for six months from the original referral date.

A quality referral is one in which the referred individual meets or exceeds the minimum requirements listed on the posted job description. A