

Policy:	Employee Referral Program	Policy Reference and Revision Number:	HR 016 Rev 000
Department:	Human Resources	Effective Date:	08/01/2021
Authorized By:	SVP Human Resources	Page:	Page 1 of 1

PURPOSE

To create an Employee Referral Program (“**ERP**”) for recommendation of external, non-employee qualified job candidates by employees for identified job vacancies.

POLICY

BWC Terminals (the “**Company**”) will designate and provide incentive payments to regular full-time employees under the ERP who recommend external, non-employee job candidates for selected regular full-time vacancies that are subsequently hired and remain an active employee for at least six (6) months.

PROCEDURES AND ELIGIBILITY

- The Company will from time-to-time designate certain vacant, full-time positions, (exempt, non-exempt or hourly) as critical to the Company’s ongoing growth and success that are eligible for a specified incentive payment under the ERP (an “**Eligible Position**”).
- The Company will establish the applicable referral incentive for each Eligible Position at the time the Eligible Position is approved. The amount of the incentive will vary based on each eligible position and will be posted with each Eligible Position (the “**Referral Payment**”).
- All active, full-time Company employees are eligible to participate, except for the Company officers, the Company’s Human Resources Department personnel, employees involved in the process of screening, interviewing, or selecting candidates for the hiring department and other employees deemed to have a direct influence in the hiring decision for the ERP Eligible Position.
- Prior to submitting a referral, a qualified employee must verify that the prospective candidate is interested in employment at the Company, is legally eligible to work for the Company in the United States and intends to submit a resume and application for the Eligible Position.
- Upon confirmation that a candidate is qualified and desires to apply for the Eligible Position, a qualified employee (a “**Referring Employee**”) may submit the candidate and the candidate’s contact information (the “**Referred Candidate**”) to Human Resources at hr@bwcterminals.com.
- Referred Candidates must note the Referring Employee’s name on their application when submitting the application to the Company. The final decision to hire or reject a candidate will follow general hiring procedures. Human Resources will review and approve all payment requests.
- If the Referred Employee is subsequently hired for the Eligible Position and remains continuously employed for six (6) months, the Company will pay the Referring Employee the applicable Referral Payment within ten (10) days thereafter.
- All Referral Payments are subject to all applicable legal deductions and withholdings.
- The Company reserves the right to change any part of the Employee Referral Program.