

AV Employee Referral Policy

PURPOSE

The AV Employee Referral Program is part of our comprehensive recruiting strategy to attract and enhance the pool of diverse and highly qualified candidates for all Exempt and Non-Exempt level positions within the USA. An important advantage of using employee referrals is they often bring positions to the attention of passive individuals who are not actively looking for employment. This program is designed to identify potential qualified candidates in an efficient and cost-effective manner and reward employees for referral of candidates successfully placed.

SCOPE

The Employee Referral Program applies to all U.S. regular full-time exempt and non-exempt level positions. This program will be consistent among all locations in the United States. The Company will pay a referral bonus to an employee for providing a successful new hire referral. A successful new hire referral is defined as: "a referral for a currently open (posted) position at AV that results in the hiring of the same person for that or another position at AV within 12 months." All eligible employees will be awarded:

- \$5,000 for Job Group 1 – 5
- \$10,000 for Job group 6 and higher

The referral award will be paid in the form of a payroll check to the employee in the first pay period after the hired referral has completed his/her first 3 months of consecutive employment.

The People Operations team will manage the program and the Hiring Manager's department will be charged for any referral award funds that are dispersed.

Note: Award Amount is gross before tax. Bonus awards are subject to standard accounting payroll procedures. Bonuses are considered income and, therefore, subject to normal withholding tax and will be reflected on the employee's annual W-2 form.

ELIGIBLE EMPLOYEES AND EXCEPTIONS

All regular full-time and part-time AV employees in the United States are eligible except:

- AV management VP and above
- People & Culture team in certain cases based on role
- The hiring manager
- Any AV employee who refers a candidate that is hired for a position within the referring employee's span of control
- Individuals employed under Co-Op/Intern/Part-time student employment programs
- Individuals working under contingent or contract arrangements

ELIGIBLE CANDIDATES AND EXCEPTIONS

Candidates that meet the specified requirements of the open regular full-time exempt or non-exempt level position and that are being referred by an AV employee meet the requirements of an eligible referral. Referrals that are not eligible are:

- Any candidate submitted from an employment agency within the last 12 months
- Candidates that are either currently or a former AV employee
- Current subcontractor, contract employees, Co-Op/Intern/Part-time students

GUIDELINES

- Employees must have the consent of the referred candidate in order to be considered as a referral under the guidelines of the program.
- In the case of duplicate referrals, only the first referral submitted will be eligible for the bonus.
- There is no limit to the number of referrals an employee can make or the number of monetary referral awards received.
- The job openings selected for referral bonus awards and the amount of the referral bonus awards are at the sole discretion of the Company.
- In the event of a disagreement by any party with respect to the interpretation or implementation of this policy and procedure, the People & Culture, Talent Acquisition Manager will act as arbiter on the issue.
- Submittal of a candidate does not guarantee they will be contacted or interviewed.
- The Company is not obligated to disclose to referrer reasons for not hiring or circumstances for dismissal of any referral.

CANDIDATE SUBMISSION CRITERIA

- Methods of submitting candidates for referral are:
 - Recruitment module – Workday or TBE Recruiting System
 - Candidate listing the employee's name or email address when submitting an online application