



EMPLOYEE REFERRAL PROGRAM

“Good people know good people”

As part of the recruitment and selection process, Manatt’s has implemented an Employee Referral Program. Refer a new employee, earn \$450!

Eligibility:

All Manatt employees are eligible to participate in our Employee Referral Program except managers with hiring authority over the referred candidates.

Referral Program Terms:

- All referred employees must work 750 hours within twelve (12) months of their hire date for the referring employee to be awarded the bonus.
- Referral incentives are taxable income. Normal payroll withholdings will be withheld for all referral incentives at the time of payment.
- To be eligible for the incentive, the referring employee must submit a referral form before the referred employee is hired and the new hire must indicate on their application who referred them to Manatt’s.
- To be eligible for the incentive, the referred employee must be hired within 1 year of referral.
- In the event the same candidate is referred by more than one employee, the date of the earliest referral will govern.
- There is no limit to the number of referrals which can be made by any employee.
- Employees cannot earn a referral incentive for former employees.
- The referring employee must be in active status to qualify for the referral incentive.
- All candidates will be evaluated for employment consistent with Manatt’s policies and procedures. All information regarding the hiring decision will remain confidential.
- Any disputes or interpretations of the program will be handled through Human Resources.
- Manatt’s, Inc., reserves the right to amend, modify or terminate this program at any time.

To Participate in this Program:

- Review the list of job openings and the requirements.
- Discuss the opportunity with potential candidates who meet the requirements.
- Encourage potential candidates to apply.
- Ask candidate to indicate you referred them on the application.
- Fill out a referral form and return it to Human Resources. Referral forms must be turned in before a referred employee is hired.