



**PTW Employee Referral Program
 Effective June 17, 2024**

Intent

PTW believes its business and success are dependent on its employees – after all, we are a people organization! As our organization continues to grow, we seek skilled and dedicated individuals to join our team. We recognize a great way to find new employees is through our own staff who are familiar with our organization and staffing needs. The referral program will recognize employees for their assistance in recruiting successful new hires into our group.

By providing PTW with qualified applications, our employees save us time and money in the recruitment process. Therefore, we are pleased to offer a monetary recognition for employees that participate in the program. When choosing a candidate, refer them because they are qualified and demonstrates PTW’s Core Values: Care, Excellence and Passion.

Employee Eligibility

New All PTW employees are eligible to participate in the referral program, which includes Area Managers, Construction Managers and Superintendents, Project Managers and Shop Managers. Operations Managers, Directors, Vice Presidents, Chief Financial Officer and Chief Executive Officers are not eligible to participate in the Referral Program. Please note, there is no limit to the number of qualified referrals an employee may provide.

Referral Eligibility

- Any new, qualified candidate that goes through the selection process and is subsequently hired into a position at PTW.
- Ineligible referrals are those that may produce a conflict of interest in their employment for either PTW or our employees. This includes:
 - Any current or former temporary or full-time employee of PTW
 - From an employment agency
 - Contract or contingent workers

Procedures and Requirements

- The referring employee must submit the candidate’s resume to the Human Resources department or the hiring manager along with the referral form **PRIOR** to the candidate being selected for a position and starting work.
- Referrals will not be accepted if a resume or application has been submitted directly by the applicant (online) or an outside agency.
- When the referred hire has completed three (3) months of continuous, active service, both the referring employee and the successful candidate will receive a payment of \$500.00. Referral payments will be processed through Payroll and subject to all applicable federal and provincial taxes.
- Then, when the referred hire has completed six (6) months of continuous, active employment, both the referring employee and the referred hire will receive an additional payment of \$500.00. This payment will also be processed through Payroll and subject to all applicable federal and provincial taxes.

- The Human Resources department will oversee this program and will work with the respective managers when determining if all eligibility criteria has been met and will respond to related concerns or inquiries.

EMPLOYEE REFERRAL PROGRAM

REFERRAL FORM (Please print clearly) and attach a copy of the candidates resume.

REFERRAL DETAILS			
Name of Candidate		Position Applying for	
Telephone		E-mail	

REFERRAL DETAILS			
Name of Employee			
Department/Branch		Title	
Telephone		E-mail	
Signature of Employee		Date (dd-mmm-yyyy)	