

112 Employee Referrals

All employees are eligible to participate in the employee referral program. The program is subject to the following procedures.

- Any employee or group of employees may make referrals.
- The program only applies to candidates whose work may be billed to a client.(i.e., referral bonuses will not be paid for non-billing employees such as administrative office staff).
- Open positions are posted on website. In addition, you can contact the recruiting staff directly for upcoming positions.
- You should submit an email with referral's resume to the Director, Human Resources.
- In the event the referral has already been contacted by the recruiting staff, you will not be eligible the referral bonus.
- Referrals will not be made from persons working at client sites, as this presents a conflict of interest for the organization.
- Referral bonuses will be paid to you after your referral is hired and the employee has completed the contract length and has had satisfactory employment with ITPC/client.
- Referral bonus schedule are as follows:

Length of contract	3 Months	6 months	1 Year
Referral Bonus	\$250	\$500	\$1000

All referral bonus payments are subject to federal, state and local with holdings, and will be taxed as ordinary income.

113 New Business Referrals

Effective Date: 20/05/08

All employees are potential sales persons for New business referrals are important. The program is subject to the following procedures.

- Any employee or group of employees may make referrals. Senior management, sales and recruitment staff is not eligible for this referral bonus.
- The employee must fill out the form for referring New Business which is found on the website.
- Referral bonuses will be paid after a contract has been agreed upon and the placements have completed 3 months of billing.
- Generally, you would receive \$500.00 per position lasts longer than 3 months. Management will review the gross profit margin and length of the contract on each individual referral to ensure the bonus is appropriate.
- All referral bonus payments are subject to federal, state and local withholdings, and will be taxed as ordinary income.