



HB Staffing Referral Bonus Program Terms & Conditions

By participating in the HB Staffing Referral Bonus Program, you agree to the following terms and conditions. Your consent to these terms is essential for eligibility to receive a Referral Bonus. The terms "you," "your," and "participant" are interchangeable throughout this document.

To qualify for a Referral Bonus, you must adhere to the conditions outlined below.

A "Qualified Referral" must meet all the following criteria:

1. Submission Process:

- ✓ Complete the "Refer a Friend" web form on the company website to submit the candidate here: <https://hbstaffing.com/referrals/>

2. Interview Confirmation

- ✓ Within sixty (60) days of the Referral Date, an HB Staffing recruiter must conduct an interview with the referred candidate, as recorded in the internal database.
- ✓ If no interview occurs within sixty (60) days, the referral will expire and be ineligible for a Referral Bonus.
- ✓ HB Staffing reserves the right to decline an interview at its discretion.

Bonus Eligibility

Upon completion of the referred candidate's first 80 hours on HB Staffing's payroll, you are eligible for a bonus.

For current employees, the bonus will be provided in cash, and for non-employees, an Amazon gift card will be issued.

The referred person must commence their HB Staffing assignment within 60 days of the referral date for the bonus to be valid.

Exclusions:

The referred candidate is not considered a Qualified Referral if their details already exist in the HB Staffing's internal database with associated "activity" within twelve (12) months prior to the Referral Date.

"Activity" includes an interview, placement in a temporary, contract, or direct hire position, or the candidate calling in as available.

The referred candidate is not a Qualified Referral if they are currently placed and working with or are a current direct hire placement with HB Staffing, regardless of the start date of the temporary assignment or the referred candidate's date of hire with an HB Staffing client.

Note: HB Staffing reserves the right to modify, suspend, or terminate the Referral Bonus Program at any time without notice. Participants are encouraged to review the program terms periodically for updates.

Your commitment to these terms is vital for the success of the program. Thank you for your participation in the HB Staffing Referral Bonus Program!