

**1.0 PURPOSE**

CPG is committed to providing a rewarding workplace. We recognize that recruiting top talent at CPG is a costly endeavor. This program establishes an incentive program that recognizes and rewards employees should they refer a job candidate that is hired at CPG.

**2.0 SPECIFIC POLICY AND PROCEDURE**

**2.1 Implementation**

This policy will be effective as of Sept 1, 2015 for all CPG employees.

**2.2 EE Recruitment Incentive Program**

1. Employees will be eligible to earn cash incentives for referring applicants that are hired at CPG.
2. Cash incentives will be based on retention and job performance. A 3-tiered incentive program is outlined below.

<p><u>THIS DOCUMENT IS NOT INTENDED TO AND DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT. ALL EMPLOYEES ARE EMPLOYED ON AN AT WILL BASIS WHICH MEANS THAT EITHER THE EMPLOYEE OR THE EMPLOYER MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE.</u></p>
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### 2.3 Cash Incentive Reward System

1. CPG will reward cash per the following structure. This structure can be modified at any time management deems necessary.

Employee Action	Retention Duration	Criteria that must be demonstrated by the Referral	Cash Incentive Earned	Payout Timeframe
EE referral is hired by CPG	<b>60-day probationary period</b>	<ol style="list-style-type: none"> <li>1. Must successfully pass CPG 60-day Probationary period</li> <li>2. Must have <b>ZERO (0) occurrences</b> during CPG 60-day Probationary Period</li> <li>3. Must have 0 safety infractions/accidents during the CPG 60-day Probationary Period</li> </ol>	<b>\$130</b>	<b>Within 3 weeks of the completion of the 60-day probationary period</b>
EE referral passes the CPG 60-day Probationary Period	<b>1<sup>st</sup> 6 months of CPG employment</b>	<ol style="list-style-type: none"> <li>1. Must have <b>2 occurrences or less</b> during time specified</li> <li>2. Must work <b>without an at fault safety alert, lost time or recordable accident</b> during time specified</li> <li>3. Must work without receiving a <b>Verbal and/or Written counseling</b> during specified time period</li> </ol>	<b>\$325</b>	<b>Within 3 weeks of the completion of the first 6 months on the job</b>
EE referral completes 1 year of employment at CPG	<b>1<sup>st</sup> year of employment</b>	<ol style="list-style-type: none"> <li>1. Must have <b>4 occurrences or less</b> during specified time</li> <li>2. Must work <b>without an at fault safety alert, lost time or recordable accident</b> during the specified time</li> <li>3. Must work without receiving a <b>Verbal and/or Written counseling</b> during specified time period</li> </ol>	<b>\$650</b>	<b>Within 3 weeks of the completion of the first 12 months on the job</b>

### 2.4 Program Steps

1. The hiring manager is responsible for communicating to HR that a job applicant was referred by a CPG employee. It must also be noted on the job candidate's CPG Application.
2. HR will run monthly reports to track progress of EE referrals.
3. Human Resources will notify regional General Managers and Dept. Managers of those employees who earned a Recruitment Incentive. A small recognition announcement will occur during departmental meetings.