

## PARTNERS IN EMPLOYMENT®



### ALLIED UNIVERSAL'S REFERRAL PROGRAM FOR SECURITY PROFESSIONALS

Over the years, we have found that our own employees make the best recruiters for finding top talent. We believe that YOU know what it takes to be a phenomenal Security Professional, and can be the best source for identifying and referring other phenomenal people to join our team!

Because of our continued growth, our need to hire more phenomenal Security Professionals is greater than ever! This program is designed to reward Security Professionals whose referrals are hired into eligible Security Professional positions. The more people you refer, the more bonuses you can potentially earn—there is no limit to the amount of referrals you can make!

### WHERE TO FIND PHENOMENAL PEOPLE?

When considering possible Phenomenal employees to join our company, think about all of the people you know or may encounter throughout your normal routine who would make great Security Professionals, such as:

- Family, friends and neighbors
- People at the grocery store, gym, restaurants, movie theater or other similar locations
- People at your place of worship
- Those you meet when you park your car at a parking garage or a valet service
- Anyone that you encounter who has a positive attitude, gives you great customer service or otherwise impresses you

### PROGRAM QUALIFICATION FOR REFERRING EMPLOYEES

Referring employees may be eligible to receive a referral award paid as a gross income payment in two (2) installments over a period of 12 months, following the hire date of the referred employee, as long as the following criteria are met:

1. An existing eligible Allied Universal® Security Professional refers a new Security Professional to a bonus eligible position.
2. The referred candidate applies via the shared referral link received from the existing eligible Allied Universal® Security Professional.
3. The referred employee must not have been previously employed with Allied Universal® (or its predecessors).
4. The referred candidate is hired to a bonus eligible position.
5. The referring employee must be in active status at the time the referred candidate is hired.
6. Both the referring and referred employee must average a minimum of 16 hours per week during the eligibility period preceding the scheduled payout for unarmed and armed positions. Cleared positions must average a minimum of 32 hours per week.
7. The referring employee must be in a qualified SP position at the time the referred employee is hired.
8. The referred employee must be in a qualified SP position at the time of hire and at the time of the scheduled payment calculation.
9. Both the referring and referred employee must maintain active employment within the Allied Universal® Security Services division and be in active status at the time payment is issued.

If any of the criteria listed above is not met, a referral bonus will not be paid.

If all qualifications are met, the referring employee will receive the Q1 bonus payment installment within two (2) pay periods after the referred employee completes their first 90 days of employment.

If all qualifications are met, the referring employee will receive the Q4 bonus payment installment within two (2) pay periods after the referred employee completes 12 months of service. The Q4 installment is the second and final installment for the referral bonus.

### PROGRAM QUALIFICATIONS FOR REFERRED EMPLOYEES

Referred employees may be eligible to receive a retention award paid as a gross income payment in two (2) installments over a period of 12 months, following their date of hire. Referred employees may receive payment as long as they meet the following criteria:

1. The referred candidate was sent a referral link to a qualified requisition by an active Allied Universal® employee.
2. The referred candidate used the referral link sent by the referrer to apply to a bonus eligible requisition. No exceptions.
3. The referred candidate must not have been previously employed with Allied Universal® (or its predecessors).
4. The referred candidate is hired to a bonus eligible position
5. The referred employee must average a minimum of 16 hours per week during the eligibility period preceding the scheduled payout for unarmed and armed positions. Cleared positions must average a minimum of 32 hours per week.
6. The referred employee must be in a qualified SP position at the time of hire and at the time of the scheduled payment calculation.
7. The referred employee must maintain active employment within the Allied Universal® Security Services division and be in active status at the time of payment calculation and remain active until payment is issued.
8. If all of the above qualifications are met, the referred employee will be paid the referral bonus at the Q1 and Q4 mark following their hire date.

If any of the criteria listed above is not met, a retention bonus will not be paid.

If all qualifications are met, the referred employee will receive the Q1 bonus payment installment within two (2) pay periods after they complete their first 90 days of employment.

If all qualifications are met, the referred employee will receive the Q4 bonus payment installment within two (2) pay periods after they complete 12 months of service. The Q4 installment is the second and final installment for the retention bonus.

## **PROGRAM EXCLUSIONS**

Several exclusions apply to receiving an award under the Referral and Retention Program.

This program is designed for qualified SPs\* to refer other SPs to difficult-to-fill positions. The referred employee must not have been previously employed with Allied Universal (or its predecessors).

If the referred employee was found to have been recruited in a formal manner (e.g. not a friend, relative, neighbor, acquaintance or part of the referrers social circles) neither a referral nor retention bonus will be paid. Formal recruitment practices may include, but are not limited to: posting an advertisement, handing-out flyers, making contact at a competitor's location, etc. If a referred employee was found in this way, no bonus shall be paid to either party.

Final bonus eligibility is subject to both employee and job number verification if the referred employee is hired.

