



Employee Referral Program

The employee referral benefit program rewards employees for recommending a candidate for an open regular, full-time position in our company. If you know of someone who would meet the qualifications and be a great addition to the team, please complete the employee referral form located on the Intranet (Tools & Resources->Human Resources->Employee Resources->Recruiting). We post all open positions within the Company on the MMGY GLOBAL website. You can also find the link to the referral form below:

Referral Link: [Referral Form](#)

Eligibility

- To receive the referral bonus, current employees must complete the referral form **prior to a new hire's start date**. Referral forms sent after an employee has started with MMGY will not be eligible for the benefit.
- To be eligible for the reward, recruitment must receive the referral form, referral emails/communications sent to hiring managers will not be considered.
- In addition to the above, the applicant/new hire must fill out the MMGY **referral section on their application in ADP**, recording the name of the current MMGY employee that referred them.
- The referral must represent the external candidate's first point of contact to the open position for MMGY. All candidates will be evaluated for employment consistent with the updated 03.22.2021 Company policies and procedures. Information regarding the hiring decision will remain strictly confidential.
- All MMGY Global US/Canada employees are eligible for the referral reward, except supervisors with direct hiring authority and/or supervision over the referred candidate or those working in a recruitment capacity for the Company.

Referral Amounts

- For all Supervisor-level positions and above: \$600
- Positions below Supervisor-level: \$500

Note: Human Resources will determine the referral amount when the position is posted.

Administration

- Half of the reward will be paid to the referring employee on the first regularly scheduled payroll following the new hire starting with the Company, and the remaining balance will be paid after six months of the new hire's continuous employment.
- If the new hire leaves for any reason before their 6-month anniversary, or the referring employee is no longer employed by the Company, the remaining balance of the referral will not be paid.