# Document Control

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| --- | --- | --- | --- | --- |
| Name: |   | Title: |  | Employee Referral Bonus Program – Savanna Drilling Corp |
| Dept Owner: |  Human Resources | Sensitivity: |  |  | General |
| Apply to:  | Region:  | Division: | Savanna Drilling  | Function: |  |  | All  |
| Rev No | Change Date | Change Description | Revision History | Originator | Approved By: | Approval Date | MOC No |
| 1 | 10-Jan-2020 | Transfer policy to new template | M. Cabana  |  |  | DMOC-#### |
| 2 | 10-Jan-2020 | Update policy  | M. Cabana |  |  |  |

# Purpose

# Savanna Drilling (“Savanna”) is actively looking for highly skilled workers with drilling rig experience and you can help. Research has shown and our own experience supports the fact new hires that come into a company through employee referrals are excellent contributors, stay with the company longer, and are a more cost-effective recruit.

# Scope

# This policy applies to all Personnel of Savanna Drilling Corp. (“Savanna”)

# Policy Statements

## Eligibility

### **Savanna Employee Eligibility (Referrer)**

### Most Savanna employees are eligible to participate in this program except for the positions listed below.

### The following positions **DO NOT** qualify for an employee referral bonus, but are still encouraged to submit employee referrals:

* + Operations Managers
	+ Field Superintendents
	+ Crew Coordinators
	+ HR Managers
	+ HR Coordinators

**Eligible Referral Positions**

Positions Eligible for the 2020 Employee Referral Bonus include drilling rig experienced:

* Drillers
* Derrickhands
* Motorhands
* Floorhands (with at least 6 months experience)

*Qualified candidates must hold current tickets and certifications related to the position applying for. (Minimum mandatory tickets include valid* ***H2S Alive*** *and* ***Standard First Aid****)*

## Submitting a Referral

## To refer qualified candidates, send the candidates resume and your name to rigjobs@savannadrilling.com.

## Bonus Payment

## To be eligible for the bonus payment, both the Savanna employee and the referred employee must be in good standing and actively working or available to work at the time the bonus is scheduled to be paid.

## A bonus in the amount of $750 will be awarded to both the Savanna employee and the referred employee. Referral bonus payments will be processed and paid through payroll by March 31, 2020. Bonus payments are subject to statutory deductions.

## Program Rules/Requirements

* The referral must precede the date of hire and hiring of a referred employee must occur by March 1, 2020.
* There is no guarantee that every individual who is referred will be hired. In order for a person to be hired, there must be a vacant position and he/she must meet the knowledge, skill and experience requirements of the position.
* The Savanna employee and the referred employee must remain in good standing at Savanna and abide by all of Savanna’s policies. Any disciplinary action issued due to performance (written/verbal warnings) will result in forfeit of the bonus.
* Employees are not entitled by virtue of their employment to receive a bonus as part of this program. Employees that have terminated (voluntarily or involuntarily) prior to the release of payment, will no longer be eligible for the bonus and forfeits any right to this program.
* Both the Savanna employee and the referred employee must be actively working or available to work at the time the bonus is scheduled to be paid.
* The referral will not qualify under this bonus program if the referred employee has worked for Savanna within the last 6 months of the program effective date.
* To be eligible for an award, the referrer must submit their name and the candidates resume to rigjobs@savannadrilling.com.
* In the case of duplicate referral applications, the one received first (as logged by email time and date of receipt) will be eligible.
* All candidates will be evaluated for employment consistent with Savanna policies and procedures.
* All information regarding the hiring decision will remain strictly confidential.
* Any disputes or interpretations of the program will be handled through Human Resources.
* Savanna Drilling Management reserves the right to extend or cancel the bonus program at any time.