




Policy - Employee Referral Bonus Program

1. Document Control

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
3	29-Jun-2021	2021 Update program details		M. Cabana			
1	10-Jan-2020	Transfer policy to new template		M. Cabana			DMOC-####
2	10-Jan-2020	Update policy		M. Cabana			

2. 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.

3. Scope

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

4. Effective Date

The Employee Referral Bonus Program is effective June 15, 2021.

Savanna Drilling will accept applications for referrals made between June 15, 2021 and June 30, 2021 in which the candidate was hired. To qualify, please send an email with your name and the candidates name to rigjobs@savannadrilling.com. As of June 30, 2021, the referral must precede the date of hire of a referred employee.

5. 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:



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- Operations Managers
- Field Superintendents
- Crew Coordinators
- HR Managers
- HR Coordinators

Eligible Referral Positions

Positions Eligible for the 2021 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 driver's license)

6. Submitting a Referral

To refer qualified candidates, please ask the applicant to send their resume by email to rigjobs@savannadrilling.com or visit www.savannaenergy.com/careers to apply. Be sure to include the name of the Referrer (Savanna Drilling employee) in the email/application.

7. 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 the referrer and a \$500 bonus will be awarded to the referred employee after he/she completes 672 hours of service (equivalent to four (4), fourteen (14) day hitches. Providing all program rules and requirements are met, referral bonus payments will be processed and paid through payroll within thirty (30) days of the candidate reaching 672 hours of service. Bonus payments are subject to statutory deductions.

8. Program Rules/Requirements

- This program is effective June 15, 2021. Employees who have referred a candidate that was hired after June 15, 2021 will be eligible to submit an application for this bonus. Please send an email with your name and the candidates name to rigjobs@savannadrilling.com.
- As of June 30, 2021, the referral must precede the date of hire and hiring of a referred employee must occur within sixty (60) days of the initial referral date.
- 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.



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- 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 six (6) months of the program effective date.
- To be eligible for an award, the candidate must submit their resume to rigjobs@savannadrilling.com or apply online at www.savannaenergy.com/careers and note the name of the Savanna employee (referrer).
- 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.