




# Policy - Employee Referral Bonus Program

## 1. Document Control

Name:	Title:	Employee Referral Bonus Program - Savanna Well Servicing					
Dept Owner:	Human Resources	Sensitivity:	General				
Apply to:	Region: 	Division: Savanna Well Servicing	Function: All				
Rev No	Change Date	Change Description	Revision History	Originator	Approved By:	Approval Date	MOC No
1	06-Jun-2018	Transfer policy to new template		C. Dizon			DMOC-0398
2	10-Jul-2018	Update policy		C. Dizon	B.Malley	20-Jul-18	

## 2. Purpose

Savanna Well Servicing Inc. (“Savanna”) is always looking for good people 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.

That's where you come in! If you know someone who would be a good addition to Savanna and they meet the skill/qualification requirements for an existing or future requisition, it may be worth \$500.00 if your successful referral meets their hours requirement!

## 3. Scope

This policy applies to all Personnel of Savanna Well Servicing Inc. (“Savanna”) and its subsidiaries in Canada.

## 4. Policy Statements

### 4.1 Eligibility

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
- Regional Managers
- Recruiters
- Crew Coordinators
- HR Managers
- HR Coordinators
- Recruitment Administrators



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Temporary, summer and contract employees of Savanna are not eligible candidates for referral awards.

### 4.2 Submitting a Referral

Refer qualified candidates to your Crew Coordinator or Human Resources using the [Employee Referral Bonus Program Form](#).

If your candidate is hired, you will be awarded \$500.00 after your referral reaches 500 hours for field employees and the end of their 90-day probationary period for all other employees (if applicable). For non-rig referrals, the referral award will only apply to “hard-to-fill” positions (e.g. highly technical or specialized roles), please consult with Human Resources to confirm eligibility.

### 4.3 Hot Jobs

Some harder to find or more difficult rig positions to fill will be labeled as “Hot Jobs” and the current award is \$2,000.00

For “hot job” referrals, if your candidate is hired, you will be awarded the \$2,000.00 after your referral reaches 500 hours.

Hot Jobs referrals are for experienced rig positions only and pertain to individuals with 6 months or more experience working on a service rig. Same program rules apply.

## 5.1 Program Rules/Requirements

- The referral must precede the date of hire and hiring of a referred employee must occur within 180 days (six months) 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.
- If the referred employee has worked for Savanna within the past 12 months, they will not be considered a new hire for the purposes of this program.
- To be eligible for an award, the referrer must submit the referral form to a Crew Coordinator who will complete the referral submission form on the referrer’s behalf and submit it with the resume to [referrals@savannaenergy.com](mailto:referrals@savannaenergy.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.
- Referral payments will be paid within 30 days of the referred candidate reaching 500 hours of service for a field employee or completing the 90-day probationary period in the case of all other employees (if applicable).
- Referral payments will be paid at the appropriate supplemental tax rate according to government regulations.
- Both the Savanna employee and the referred employee must be active at the time of pay out for the bonus or award to be paid.
- Any disputes or interpretations of the program will be handled through Human Resources.
- The referral program and any relevant promotions or incentives may be amended or discontinued by management discretion at any time.