



Employee Referral Program

The purpose of the Employee Referral Program is to expand the current applicant pool for our sites, as well as to recognize our current employees for their participation in the recruitment process.

Rules of Participation:

- All hourly Employees are eligible to participate in the Employee Referral Program.
- Salaried Employees are eligible to receive a reward if the employee is hired outside of their purview.
- Full-time and part-time positions are eligible under this program.
- An Employee transfer to a different location does not qualify for a Referral Award.
- The referring Employee must be actively employed with M2 Property Group and in good standing at the time of the Referral, at the time of the referral's first day of work, and on the referral's 30th day of employment. Referring Employees who are no longer employed by M2 Property Group on the day that a Referral Award is due to be paid to them will not be eligible for payment of any Referral Award.
- The referring Employee must complete a Referral Submission Form and submit it to Human Resources on or before the referral's interview date.
- Referral of a candidate does not guarantee a Referral Award, interview or employment with M2 Property Group.
- Former Employees will not be considered a Referral.
- Referral Awards will not be paid for candidates who are introduced to M2 Property Group through another source (advertising, job boards, previous referral or their own initiative).
- If two Referrals are made for the same candidate, the Referral that was received first will be eligible.
- The Employee Referral Program is subject to re-evaluation and revision without prior notice.

Referral Instructions:

- A Referral Submission Form must be completed and submitted for each referred candidate.

Referral Amounts:

- Employees who refer any employee to M2 Property Group are eligible for a \$500 award.
- Referral amounts other than set out above are solely at the Regional Manager's discretion.

Payment Procedures:

- The Employee who made the referral will be eligible for a payment of \$500 once the referred employee completes their 30th day of employment with M2 Property Group.
- Payroll will add the Referral Award to the Employee's regular paycheck and subject to usual payroll taxes.



Employee Referral Submission Form

Information for M2 Property Group's Employee referring a candidate:

Employee name: _____

Employee title: _____

Date referred: _____

Community: _____

Signature: _____

Information for M2 Property Group's Employee who was referred:

Candidate name: _____

Position applying for: _____

Community: _____

Date applied: _____

Date hired (start date): _____

Signature: _____

Payroll/Human Resources data:

Amount of referral award: _____

Date referral was submitted: _____

Date of payout: _____

(to pay at referred employees paycheck following 30 days of service)