| Team Member Referral Program  |
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| Revision Date: 11/06/2024 |
| Human Resources: Talent Acquisition |

At Augusta Health Care, we value the expertise and connections of our team members. Our Team Member Referral Program is designed to harness the power of our team members' networks to attract top talent and drive the success of our organization. This policy establishes guidelines and procedures for our Team Member Referral Program ensuring fairness, transparency, and effectiveness in the referral process. By empowering our team members to recommend qualified candidates, we aim to streamline our recruitment efforts while rewarding their contributions to the organization’s growth and success. This policy may be revised at the discretion of Augusta Health Care at any time. We encourage all Team Members to stay informed of any updates or changes to the Team Member Referral Program.

**Grandfathering of Referrals**

1. Referrals submitted 30 days (April 1st, 2024) prior to the official launch of the Team Member Referral Program (May 1st, 2024) will be considered for grandfathering into the new program.
2. Referrals submitted within the 30-day period will be compensated at the prior bonus rates established by the previous referral program. Any unresolved award issues or concerns related to these referrals will be evaluated on a case-by-case basis.
3. In the event of discrepancies or challenges regarding the handling of grandfathered referrals, the Director of Talent Acquisition will review the matter and render a decision.

**Eligibility**

* 1. The following team members are excluded from participating in the Team Member Referral Program:
1. Human Resources team members
2. All managers with direct reports or in a supervisory role
	1. The referring team member must be in good standing with Augusta Health Care and not be under any disciplinary action at the time of a referral payout.
	2. The referrer must be listed on the application for the position that the candidate is hired for.
	3. The referring team member must submit a referral form 30 days after the referred candidate’s start date to be considered for the referral bonus.
	4. Referred candidates must meet the qualifications and requirements of the position for which they are being referred and must be hired into and remain in a full-time position throughout the referral processing and payout period.
	5. Referred candidates cannot be a current Augusta Health team member.
	6. Team members are allowed to refer immediate family members. Certain organizational policies may apply.

**Communication Expectations**

1. Upon submission of a referral via the official referral application, the referring team member will receive an acknowledgment via email confirming receipt of the referral.
2. If the referred candidate is hired by Augusta Health, the referring team member will be notified via email of the hiring decision. This notification will include details such as the position the candidate has been hired for and their start date. Due to candidate privacy, referring team members will only be updated on their referral when the candidate is hired.
3. If the referred candidate is hired by Augusta Health but not eligible per guidelines, the referring team member will be notified via email.
4. A third communication will be sent to the referring team member once their hired referral completes 90 days of employment with Augusta Health and remains in good standing.
5. A fourth communication will be sent to the referring team member once their hired referral completes 365 days of employment with Augusta Health and remains in good standing.

**Referrer Recognition**

1. If multiple referrers are listed by the candidate in their application, the referral bonus will be awarded to the referrer named by the candidate.
2. Augusta Health Care recognizes and appreciates the contributions of top referrers to the success of the Team Member Referral Program. To acknowledge their efforts, top referrers may be featured in internal newsletters, team meetings, or other forms of appreciation.

**Anti-Discrimination**

1. Referrals and bonus payouts will be processed without discrimination based on factors such as race, gender, age, religion, disability, sexual orientation, marital status, veteran status, or any other protected characteristic.
2. Any instances of discrimination or bias in the referral process will be promptly investigated and addressed according to Augusta Health's policies and procedures. This includes but is not limited to discriminatory actions in the selection of candidates, allocation of referral bonuses, or treatment of referrers based on protected characteristics.
3. Team Members are encouraged to report any concerns or instances of discrimination in the referral process to the appropriate channels, such as Human Resources or the Ethics Hotline.