



## Eagle Transport Corporation Employee Referral Program

### OVERVIEW & ELIGIBILITY

The Eagle Transport Employee Referral Program offers referral compensation to select Eagle employees for referring new candidates to join the Eagle team.

**Eligible Employees to Receive Compensation:** Drivers, Mechanics & Dispatchers

**Eligible Position Types to be Referred:** Drivers, Mechanics & Dispatchers

### PROGRAM GUIDELINES

When an employee refers a new candidate for employment with Eagle Transport, and they are hired, the referring employee will be compensated based on the following criteria, guidelines and schedule:

#### **Petroleum or Chemical Drivers**

##### Inexperienced Drivers (One Year or less of driving experience)

<i>Milestone</i>	<i>Payment</i>
Upon Completion of Eagle Training	\$250
Three Months from Date of Hire	\$250
Six Months from Date of Hire	\$250
Safe Operation for Six Months from Date of Hire	\$125
Safe Operation for One Year from Date of Hire	\$125
<b>Total Potential Referral Compensation</b>	<b>\$1,000</b>

##### Experienced Drivers (One Year or more of driving experience)

<i>Milestone</i>	<i>Payment</i>
Upon Completion of Eagle Training	\$500
Three Months from Date of Hire	\$500
Six Months from Date of Hire	\$500
Safe Operation for Six Months from Date of Hire	\$250
Safe Operation for One Year from Date of Hire	\$250
<b>Total Potential Referral Compensation</b>	<b>\$2,000</b>

### Mechanics (CDL & General Mechanic)

<i>Milestone</i>	<i>Payment</i>
Three Months from Date of Hire	\$500
Six Months from Date of Hire	\$500
Nine Months from Date of Hire	\$500
One Year from Date of Hire	\$500
<b>Total Potential Referral Compensation</b>	<b>\$2,000</b>

### Dispatchers

<i>Milestone</i>	<i>Payment</i>
Three Months from Date of Hire	\$250
Six Months from Date of Hire	\$250
Nine Months from Date of Hire	\$250
One Year from Date of Hire	\$250
<b>Total Potential Referral Compensation</b>	<b>\$1,000</b>

### POLICIES & PROCEDURES

- To be eligible to receive referral compensation, the employee must have been proactively involved in recruiting the newly-hired employee to Eagle Transport, as determined by the manager & approved by Human Resources.
- At the time of application, the applying candidate must include the name of the referring employee in the noted area on the application form.
- In regard to the rehiring of former Eagle employees,
  - The rehired employee must have been separated from Eagle for at least one year
  - The referring employee may not receive referral compensation on the same applicant twice, and
  - This only applies to employees rehired after June 1, 2022
- Upon hiring, the hiring manager will then complete top portion of the Eagle Transport Employee Referral Form, located in SharePoint under Human Resources, then forward the approved form to Sandy Harris, Payroll Administrator, for final HR approval and processing.
- Both the new and referring employee must be actively employed at Eagle Transport at the scheduled time of payments.

For questions regarding our Employee Referral Program, please contact Allison Sikes, Director of Recruitment & Retention, at [allison.sikes@eagletransportcorp.com](mailto:allison.sikes@eagletransportcorp.com), ext. 8286.