

EMPLOYEE REFERRAL COMMITMENT

When growing our organization, we ask for the help of our associates in identifying top talent and high-quality employees. As a result, Andlauer Healthcare Group (“AHG”) has made a commitment to our employees by leveraging their experiences to source talented individuals through our Employee Referral Program.

PURPOSE

The Employee Referral Program aims to support the growth of AHG and its entities by tapping into our talented employees’ and contractors’ networks, communities, and families.

We feel there is no better way to access great talent than by asking the great talent we already have.

WHO CAN PARTICIPATE IN OUR EMPLOYEE REFERRAL PROGRAM?

All employees and contractors are eligible to participate in our referral program, with a few exceptions. Participation exclusions are listed below:

- Senior management (executive level, managing directors).
- Recruiters and hiring managers for positions which they are hiring.

Hiring supervisors/managers cannot refer anyone for a position for which they are directly or indirectly responsible. They can refer someone for a position that is in a different department, office, or function.

EMPLOYEE REFERRAL BONUS STRUCTURE

Employees that successfully refer someone as an employee to any of the AHG entities will receive three bonus payments attached to three milestones for that new hire.

- The referrer will receive a primary lump sum payment for referring a person that is hired and successfully completes the orientation period.
- The referrer will then receive a second lump sum payment when the recruited employee successfully completes the probationary period.
- The referrer will receive a third lump sum if the recruited employee is still in

good standing and fully employed with the company after a year from their hiring date.

REFERRING A CANDIDATE

Associates can access positions through our recruitment and staffing communication channels. When referring a candidate, the employee contacts the branch, department manager, or human resources team with the candidate's information. Driver positions are referred to the driver recruiter.

Referred candidates, regardless of relationship, complete the company's standard selection process, which includes resume review, phone interviews, in-person interviews, criminal checks, reference checks, and other testing. At all times, applications and the recruitment process are private and confidential.

EMPLOYEE ELIGIBILITY

AHG commits to strict guidelines when administering the Employee Referral Program. Great care is taken to ensure that any eligibility or participation respects the diversity, dignity, and inclusivity of any position. In addition, the program ensures no conflict-of-interest is present in the program and process.

Our commitment extends to the safe practice of referrals to ensure no fraud is present. Our policy commits to active determination of fraudulent activity and exposing any risks immediately upon identification.

Referral eligibility includes placements across the AHG entities.