



## Employee Referral Bonus Policy

Welcome to the DISA Referral Program! We believe that great people know other great people, and that's why we're excited to reward employees who refer top talent to our team. If your referral is selected, you'll receive a bonus as a thank you for helping us grow with amazing new talent. It's our way of saying thanks for contributing to the success of our company and bringing in people who make DISA even better!

### Guidelines

#### 1. Referral Process:

- Any DISA Employee referring a candidate ("Referrer") can do so through the Workday Jobs Hub by selecting a position and completing the referral form in the system.
  - To complete the referral in the system, the Referrer will need the following data points about the person being referred: First and Last Name, Contact phone number, email address, relationship to the Referrer and resume if available.
- To be eligible for a referral bonus, the candidate must also list the Referrer's name on their DISA application prior to hire.

#### 2. Referral Bonus Structure:

- Employee Referral Bonus Amounts & Payment Schedule:
  - Total bonus amount: \$1,000.
  - Payment: The total bonus is delivered via one payment of \$1,000 after 90 days of employment.
- Payment reminder will be entered into Workday by the respective Talent Acquisition representative at the time of the referred candidate's start date. The one-time payment will be processed by the HRBP, to be paid as soon as administratively feasible after the respective 90-day period.

#### 3. Referral Bonus Eligibility:

- Employees are eligible for the award only for the referral of external candidates that have no prior employment with DISA.
- Employees and managers directly involved in the hiring process for the referred position are not eligible for a referral award.
- HR staff are not eligible for referral awards.
- If a candidate is referred by multiple employees, the referral listed by the applicant on their application will be rewarded if the candidate is hired.

- Both the referred candidate and the Referee must be actively employed by DISA at the time of each payment to be eligible for the payment.

#### **4. Confidentiality:**

Details of the referred candidate's selection process will not be shared with the referring employee.

## Review and Update

This policy may be stopped, started, or modified at any time and for any or no reason at DISA's sole discretion. Exceptions to the policy must be approved by the policy owner executive.

## Violations

Any violations of this policy, including misconduct or inappropriate behavior regarding referrals, will be addressed according to established company procedures. Consequences may include, but are not limited to:

- Disciplinary action.
- Termination of employment.
- Legal action, in accordance with applicable laws and contractual agreements.

## Questions

If you have any questions regarding the referral process or eligibility, please contact your HRBP.

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