

## **EMPLOYEE REFERRAL PROGRAM**

You can help Nihaki, a friend, and yourself by participating in the Nihaki Employee Referral Program. If you are an eligible employee, you can earn a cash award of \$1,000 if you refer an external applicant who is hired to designated open positions at Nihaki Systems.

The Employee Referral Form to the right, or a copy of it, must be filled out completely. The applicants you refer must have this form attached to the resumes or applications that they submit to the Office of Personnel.

You cannot refer anyone who has already applied to the Office of Personnel, who already works at Nihaki Systems, or anyone who has worked here within the last twelve months.

The hiring department will pay you a cash award of \$1,000 (subject to taxes) if the person you referred is hired for a designated position and completes six months of continuous employment. You must be employed by Nihaki Systems at that time to collect payment.

If you have any further questions about the Employee Referral Program, please call your Employee Relations Representative in the Office of Personnel.

The Office of Personnel reserves the right to determine whether or not referred applicants are qualified for positions covered by the program. Nihaki Systems may modify or discontinue this program at any time. Should the program be discontinued, any in-process referrals will be reviewed for eligibility on an individual basis.

In the event an applicant is referred from more than one source—for example, from two employees, or an employee and an employment agency—the deciding factor will be the date of receipt of the referral within the Office of Personnel. The Office of Personnel will inform the participating parties when such situations arise.

Nihaki Systems is an Affirmative Action/Equal Opportunity Employer.

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| <b><i>Nihaki Systems, Inc</i></b><br><b>Employee Referral Form</b>  |                      |
| Date _____  |                      |
| Applicant's name _____  |                      |
| Telephone E-mail address _____  |                      |
| Referred position(s): _____   |                      |
| Number and title _____  |                      |
| Number and title _____  |                      |
| <b>Referred by:</b>   |                      |
| Employee name _____   |                      |
| Title _____   |                      |
| Telephone _____   | E-mail address _____ |
| Address _____   |                      |
| Signature of referring employee _____   |                      |
| Date signed _____   |                      |
| <b>In order to be eligible for a cash award, this form must be completed, signed, and attached to the original resume or application prior to submission to the</b> |                      |
| <b>Office of Personnel,<br/>346 Georges Rd,<br/>Dayton, NJ 08810.</b>   |                      |
| <b>For Office Use Only</b>  |                      |
| _____ Date of hire  |                      |
| _____ Six months date   |                      |
| _____ Telephone   |                      |