

5.5.3 Employee Referral Bonuses

WSP encourages, recognizes and rewards employees for recommending and recruiting high quality talent to the organization. All employees may participate in this program, except for the Hiring Manager, anyone in a direct reporting relationship with the new hire, family members of the new hire, select employees in Human Resource's**, and all employees with a grade of P-14 and above.

The current award bonus for referred Regular Full Time Employees (Grade 8 and above) - \$1,500*

Payout for Full Time, Grade-8 will be paid after 6 months of service through the payroll process.

To receive an Employee Referral Bonus, the following criteria must be met:

- Candidates may not be current WSP employees;
- Candidates who are former employees (including former Interns) must not have been employed by WSP during the 2 years preceding rehire;
- Candidates must be hired as regular, full-time employees (Grade-8 or above)
- Intern, New Grad or P-7 Entry level or below referrals are NOT eligible for a reward.
- Candidates must complete 6 months of continued employment;
- Referring employee must be an active WSP employee at time of payment; and
- This policy applies to all Business Line and Shared Service employees in the Region.

Employees are encouraged to refer qualified candidates who are inspired by WSP's purpose, exhibit our guiding principles which help define our culture, are motivated to give their best, and instill in our client's confidence that we will deliver solutions of the very highest quality.

Employee Referral Portal: <https://wspusa.employee referrals.com>

Utilizing our employee referral portal, employees can view all open roles, along with the referral amount associated with the role. Employees click on the specific role and forward it to the person they wish to refer. If the individual clicks the link and applies, the referral is associated with the employee. If the individual is hired for that role, and the role and employee meet eligibility requirements, a referral bonus is paid. The following are to be noted:

- Referrals are on a role by role basis and one individual may be referred to multiple roles.
- Referrals are generated when an employee sends a link to the individual(s) they wish to refer, and by adding a few short pieces of qualifying information about the individual in the portal.
- The referral is registered when the individual being referred clicks the link from the employee and completes the application process.
- The same individual may be referred by multiple employees to the same, or different roles. Referrals are only registered based on the link/invitation the candidate chooses to use when they complete their application. This will be the final determining factor in assessing a reward.
- No bonus will be paid for the hire of any candidate referred outside of the portal, or for the hire of a candidate referred/invited but not registered via the portal.
- No bonus will be paid for the hire of any individual already in the hiring process at the time of the referral.
- WSP employees may not complete applications on behalf of individuals they wish to refer.

When a referral bonus is earned, the reward amount will be paid per the terms of the referral. For P-8 and above, or any Regular Part Time working more than 24 hours, the reward is paid in 2 installments. The first installment will be paid, less normal withholdings, within 30 days of the new hire's start date during the normal payroll cycle. The second installment will be paid, less normal withholdings, after 6 months of service.

Human Resources may advertise promotional awards for limited time only.

**Local or client specific referrals may apply such as some positions – please check the Employee Referral Portal for correct amount.

** Excludes members of the Human Resources Leadership Team, Talent Management and Human Resource Business Partners and subject to final approval.