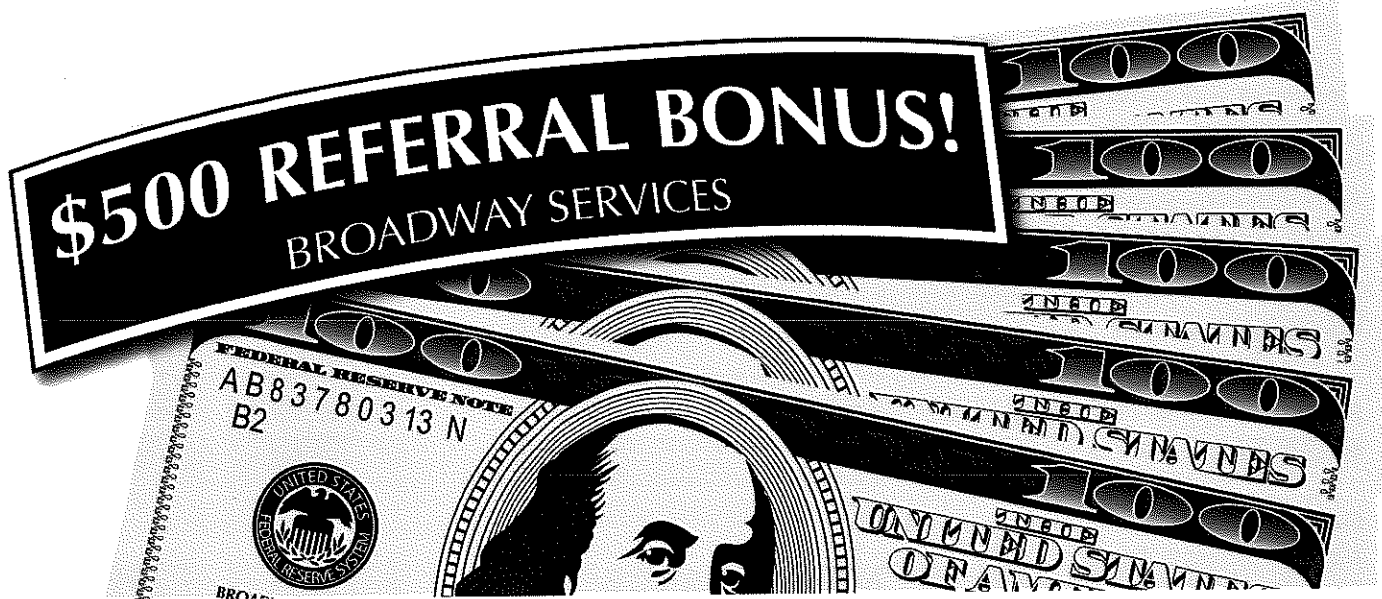


# EMPLOYEE REFERRAL PROGRAM

BSI employees will receive \$500 for referring a qualified employee  
to Broadway Services for ANY POSITION.

*We are always looking for qualified employees like you.*



Name of Applicant you are Referring	Last Four of SS#:
Position Applied	Date on Application
Employee's Name	Last Four of SS#
Employee's Job Title	Work Location
Employee's Signature	Date

TO BE COMPLETED BY HIRING MANAGER	
Manager's Name	Date Form Received
Work Location	
Manager's Signature	Date

Was Applicant Hired?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, What is the Actual Start Date: _____	Date Eligible for Finder's Fee: _____
Signature _____			Date _____

## REFERRAL PROCEDURES

1. The referring employee must submit the name of the job candidate to the hiring manager in writing (Section A) and in advance of any job offer. Under no circumstances will a finder's fee be paid for new hires without proper advance notification. The form will be attached to the BSI employment application.
2. Immediately upon receipt of the Employee Referral Form with Section A completed, the hiring manager or recruiter will complete Section B, which indicates the date of receipt.
3. To be eligible for the cash award, employees may recommend new hires for their division and/or other divisions, assuming those divisions are participating in the program.
4. Both employees, the referring employee and the referred new hire must be in active employment status at the time of eligibility.
5. Hiring departments will be responsible for tracking and arranging payment of all finder's fees. (Section C)
6. Referring employees must not make commitments or promises of employment to persons they refer. Corporate staff and management are not eligible for this incentive.
7. Referred new hires must remain continuously employed with Broadway Services for a minimum of (6) months and pass probation.