



## Teammate Referral Bonus Program

This policy document includes both the US and California referral bonus policies. Please reference page six for California only policy.

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## Teammate Referral Program (TRP)

Revision # 4	Effective Date: February 2023	Approval Date: February 2023
Program Owner:	Vice President, Talent Acquisition	
Program Approver:	Chief People Officer	

**Purpose:** As a rapidly growing company, we believe our amazing teammates are one of the best sources of getting other people to join our team!

Recognizing this, we have implemented a Teammate Referral Program (TRP), which is designed to reward our current teammates for referring other great teammates to join our industry-leading company. Below are the general guidelines for the partnered TRP.

**Program Status:** Currently the following changes have taken effect to the TRP:

- Collision – **Only** Auto Body Technicians, Body Apprentices - Technician Apprentice Program, Service Advisors (Collision Estimators) Positions are eligible for rewards. Caliber Fleet Solutions- Auto Body Technicians and Service Advisors (Collision Estimators)
- Caliber Auto Glass and Protech are currently active.
- Individual market referral campaigns do not apply to program status.

**Scope:** CALIBER teammates are eligible to receive a reward for each successfully hired referral at any of the four partners. Reward levels are established by position and the current reward levels are reflected on the attached schedule.

**Company Clarification:** When referring to the name “CALIBER” all the following is included:

- Caliber Collision, Caliber Fleet Solutions, Caliber Auto Glass and Protech Automotive Solutions.

**General Guidelines:**

- There is no cap on the number of referrals a teammate can make.
- Rewards are limited to only two separate reward payouts per referral hire and must meet rehire eligibility requirement at the time of the second referral reward.
- Rewards will be paid out in accordance with the established milestones (if any) for each referral hire; however, the referred teammate must still be employed with CALIBER as of the time any reward is payable.
- Teammates must be employed with CALIBER to be eligible for rewards.
- If two or more teammates refer the same candidate within a four-month timeframe, only the first referrer as reflected in our system of record for the referral will receive the reward.
- Teammates are only eligible to collect rewards up to six months after referred teammate’s hire date (Referrals must be submitted through the Referral Portal accessed through the My Career & Performance app in Workday)
- Teammates who refer a candidate must remind the candidate to enter their name into their application to ensure credit for the referral (under “Source,” the candidate must select, “Teammate

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Referral,” and then enter the name of the CALIBER teammate who referred them).

- Referrers are eligible for rewards even if a candidate is hired within four months of the referred date or gets hired for another position differing from the original position the candidate was referred.

## Eligible Program Participants:

All CALIBER teammates are eligible to participate **except** for:

- Senior Management, Office Managers/Administrators/Coordinators, Assistant Managers, General Managers, Area Managers, Regional Managers, Operation Specialists, Regional Office Managers, Training and Support Managers, Directors, Regional Vice Presidents, Vice Presidents, Senior Vice Presidents, Executives (C-level), Talent Acquisition Department.
- Hiring Managers for positions for which they are hiring.
- TAP Trainers for positions for which they are training.

## Eligible Referrals:

Referred candidates who qualify for referral bonus rewards must meet the following:

1. They must not have applied to CALIBER within the previous six months before the referral.
2. Rehires must be separated from CALIBER for at least a six-month period.
3. They must be hired as a full- or part-time teammate (not as a temporary teammate or contractor).
4. The candidate must enter the name of the referring CALIBER teammate at the time they apply. If the candidate does NOT enter the name of the CALIBER teammate who referred them, the referral is not eligible for a referral bonus.
5. Special Eligibility: Covid rehires (i.e., those that were laid off with the termination reason of “National Emergency”) must have been separated from CALIBER for at least a twelve-month period before their referral is eligible for this program.

## Referring Candidates:

CALIBER uses a Teammate Referral Platform (TRP) – <https://careers.caliber.com/i/us/en/referrals/home> - an online site where teammates can refer candidates. This is the single system we use to manage the TRP. A link to the platform, as well as instructions on the TRP and how to use the tool, can be found in **Workday** under the **My Career & Performance App**. To ensure accurate record-keeping and timely reward payout, it is very important that teammates follow the specific instructions as it relates to this program.

We encourage our teammates to check our open positions and think about their social and professional networks as potential resources for referred candidates.

## Program Management:

All decisions about reward eligibility and payouts are solely in the discretion of CALIBER, and this program may be modified or withdrawn at any time.

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We also like to remind all teammates that we are an equal opportunity employer.

## Caliber Reward Amounts:

Position	Reward Level	Reward Timing
Auto Body Technician	\$2,500.00	\$1000.00 after 30 days of service completed by referred candidate; \$1500.00 after 90 days of service completed by referred candidate.
Protech General Manager	\$2,000.00	\$1000.00 after 30 days of service completed by referred candidate; \$1000.00 after 90 days of service completed by referred candidate.
Automotive Diagnostic Technician (Mobile "A")	\$2,000.00	\$1000.00 after 30 days of service completed by referred candidate; \$1000.00 after 90 days of service completed by referred candidate.
Automotive Mobile Technician (Mobile "B")	\$1000.00	\$500.00 after 30 days of service completed by referred candidate; \$500.00 after 90 days of service completed by referred candidate.
Automotive Virtual Diagnostic Technician Tier 1	\$1,000.00	\$500.00 after 30 days of service completed by referred candidate; \$500.00 after 90 days of service completed by referred candidate.
Automotive Calibration Technician (ADAS)	\$1000.00	\$500.00 after 30 days of service completed by referred candidate; \$500.00 after 90 days of service completed by referred candidate.
Collision or Fleet Estimator	\$1,000.00	\$500.00 after 30 days of service completed by referred candidate; \$500.00 after 90 days of service completed by referred candidate.
Glass Technician Mobile	\$1000.00	\$500.00 after 30 days of service completed by referred candidate; \$500.00 after 90 days of service completed by referred candidate.
Glass General Manager	\$1000.00	\$500.00 after 30 days of service completed by referred candidate; \$500.00 after 90 days of service completed by referred candidate.
Glass Regional Manager	\$1000.00	\$500.00 after 30 days of service completed by referred candidate; \$500.00 after 90 days of service completed by referred candidate.

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Glass Service Advisor	\$250.00	\$250.00 after 30 days of service completed by referred candidate.
All other eligible positions	\$250.00	\$250.00 after 30 days of service completed by referred candidate.



# California Teammate Referral Bonus Program

## Purpose

Caliber's California Teammate Referral Bonus Program ("Referral Program") is designed to encourage current California teammates to refer qualified candidates for employment at Caliber Collision, Protech Automotive Solutions, Caliber Auto Glass, and Caliber Fleet (the "Caliber Companies"). We recognize that our teammates are one of our best sources for finding top talent, and we want to reward those that help us grow and improve our team.

## Program Eligibility

All full-time and part-time California teammates are eligible to participate in the Referral Program, with the following exceptions:

- Office Managers
- Regional Office Managers
- Office Coordinators or Office Administrators
- Training & Support Managers
- Operations Specialists
- Assistant Manager
- Collision General Managers
- Area Managers
- Regional Managers
- Vice Presidents
- Senior Vice Presidents
- Executives (Chiefs and C-Suite)
- Teammates on the Talent Acquisition Team
- Hiring managers and members of the hiring team
- TAP Trainers for positions they are training
- Immediate family members of the candidate



## Referral Bonus

Eligible Teammates who refer a candidate that is subsequently hired for a full-time or part time covered position will receive a referral bonus (“Referral Bonus”), subject to the conditions outlined below. The covered positions and Referral Bonus amounts are:



Position	Referral Amount
Auto Body Technician	\$2500
Collision Estimator	\$1000



Position	Referral Amount
Protech General Manager	\$2000
Automotive Diagnostic Technician (Mobile “A”)	\$2000
Automotive Diagnostic Technician (Mobile “B”)	\$1000
Automotive Virtual Diagnostic Technician Tier 1	\$1000
Automotive Calibration Technician (ADAS)	\$1000

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## CALIBER AUTO GLASS

Position	Referral Amount
Mobile Glass Technician	\$1000
Glass General Manager	\$1000
Glass Regional Manager	\$1000
Glass Service Advisor	\$250

## CALIBER FLEET SOLUTIONS

Position	Referral Amount
Auto Body Technician	\$2500
Service Advisor	\$1000

The Referral Bonus will be the same for full-time and part-time covered positions.

A Referral Bonus will be paid in full in the pay period immediately following the candidate's date of hire. To be eligible to receive a Referral Bonus, the referring teammate must be actively employed on the date the Referral Bonus is paid.

## Process

To submit a referral, teammates should follow these steps:

1. Submit the referral through Caliber's career referral site located here: <https://careers.caliber.com/i/us/en/referrals/home>. Referrals can be submitted by open position or the quick referral button. Referring teammates should provide all necessary details about the candidate.
2. Talent Acquisition will review the referral and determine if the candidate meets the qualifications for the open position.

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3. If the candidate is deemed suitable, they will be contacted for an initial screening interview.
4. The referring teammate can track a candidate's progress throughout the hiring process using the Track Referrals button.
5. If the candidate submits an application, the candidate must enter the referring teammate's name on the application after selecting Teammate Referral under the job source field.

## Conditions

The following conditions must be met for a teammate to receive a Referral Bonus under this Referral Program:

- The referred candidate must not have applied for or been employed by any of the Caliber Companies in the 6 months prior to the referral.
- The referral must be made using the referral system that can be accessed through Workday under the Talent and Performance app.

## Restrictions

Referral Bonuses will not be paid for:

- Temporary or contract positions
- Internship positions
- Referrals of immediate family members

## Program Review

This Referral Program will be reviewed periodically to ensure it continues to meet the needs and objectives of the Caliber Companies. The Caliber Companies reserve the right to terminate, modify, or amend unilaterally this Referral Program or the terms and conditions of Referral Bonus payments under this Program, at their sole discretion, without consent of anyone eligible to earn a Referral Bonus under this Program.

This Referral Program does not create an express or implied contract of employment; nor does anything contained herein alter your at-will employment relationship.

For any questions or further information regarding this Referral Program, please contact your HRBP.