


RECRUITMENT BONUS PROGRAM

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Approval: 
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1.0 POLICY STATEMENT

Kepler Research, Inc. (Kepler) encourages employees to recommend qualified candidates for hire to Kepler. The Recruitment Bonus Program provides an incentive for employees to assist Kepler in its recruitment efforts by referring qualified candidates to the company.

2.0 PROCEDURE

All Kepler employees are eligible to receive a bonus except for Kepler's President, Vice Presidents, Director of Business Operations, Program Managers (PM), or former employees.

Candidates who have signed a contingent offer letter with Kepler are eligible to participate.

Employees referring applicants should forward resumes to the appropriate PM, Vice President, or Vice President, Business Operations. If more than one resume is received for the same person, the employee who first submitted the resume will receive the bonus if the person is hired.

Recruitment bonuses in the amount of \$3,000 will be paid to the referring employee 30 days after the referred employee starts with Kepler. The bonus will be paid through TriNet and included in the appropriate scheduled payroll period.