



EXTERNAL REFERRAL PROGRAM

Purpose

To offer a one-time referral payment to persons unaffiliated with iNovex who help bring in, hire, and maintain top talent within the United States. Referrals are valid for 6 months from the date of submission.

Scope

This policy applies to all categories of outside employees who are not affiliated with iNovex. You must be an individual person (i.e., not a business entity) and a legal resident of the United States who is at least 18 years of age to take part in the Program.

Policy and Procedure

Prior to submitting a candidate for referral, the outside iNovex employee must submit the resume to resumes@inovexcorp.com for review and approval by our staffing and management team to see if they are an eligible referral.

To be eligible for an external referral bonus, you must provide the following in your email submission:

- Your name and contact information (phone number and email address)
- The potential candidate's full name
- The potential candidate's contact information (phone number and email address)
- Your relationship to the potential candidate
- The reason(s) the potential candidate is qualified for the position
- The potential candidate's resume (and other documents, if applicable)

Non-eligible candidates for the external referral bonus include:

- Self-referral
- Candidate who has already been referred by a current iNovex employee
- Candidate who has applied to iNovex within the last 12 months
- Recent or current contractor, temporary worker, or consultant
- Former iNovex employee
- Family member of a current iNovex employee
- Any employee or consultant of a third-party to whom iNovex is contractually obligated to pay a fee for the hiring of an individual referred by, or working for, such third-party

You will receive a response and/or update from an iNovex employee with 24-48 hours confirming receipt of referral. Referrals submitted any other way, that do not include all of the required information, or that are not properly identified will NOT be eligible for this program.



Note: One candidate per submittal. If the referred candidate appears to be a match, we will contact him or her. The referred person must acknowledge that you referred him or her.

Payment Terms

If you are eligible to participate in the Program, iNovex will pay you a one-time external referral payment in the amount up to \$5,000 (gross) for a referral, if the referral results in a successful regular full-time hire, and such referred employee:

- Acknowledges he or she was referred by you
- Completes 90 days of continuous, active employment with iNovex
- Is in good performance standing at the end of such 90-day period
- Is actively employed by iNovex at the time the external referral bonus is to be paid
- Was hired against an external referral program eligible position

If the referral is successfully hired by iNovex, you must complete and return to iNovex an IRS Form W-9 (and any other documentation that iNovex may require) in order to receive the referral bonus. This form will be supplied to the referrer by iNovex once the referred candidate has started employment with iNovex.

iNovex will process the external referral bonus within 30 days after the referred employee completes the 90 days of employment mentioned above and the required paperwork has been submitted. Payments will be made on a 1099 basis and paid by company check from iNovex.



Tax Liability

External referral bonuses are paid pre-tax from iNovex. You are solely responsible for paying appropriate state and federal taxes on any payment received. iNovex will report referral payments to the appropriate tax authorities.

Additional Guidelines

- In the event that more than one external person refers the same candidate, and such candidate is hired by iNovex, the external referral bonus will be awarded to the first referrer based on the time stamp of the submittal.
- By submitting a referral, you are agreeing to the terms and conditions outlined in this program. You must reside in the United States and have a valid social security number to participate.
- The terms and conditions of this external referral bonus program are subject to change or terminate at any time and in iNovex's sole discretion.

Questions? Contact HR@inovexcorp.com

iNovex is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, marital status, veteran status, disability status, or any other protected classes under Federal, State or local law.