

Employee Referral Policy

Eligible Locations: All Hiland Dairy Locations (Northern Division, Legacy Division, and Southeast Division)

Qualified Open Positions: Route Sales Driver, Maintenance, Dairy Plant Worker

Employees eligible for referral bonus: All non-management employees who are employed at an eligible location can participate. Managers and supervisors are not eligible for the bonus.

Policy Description: Eligible employees that refer an individual who is hired for a qualified open position and employed for one-year, will receive a total bonus of \$1,000.

Candidate eligible for referral: Only candidates who meet the essential qualifications for the position will be considered. All candidates will be evaluated for employment consistent with company policies and procedures. Individuals referred to Hiland Dairy for a qualified open position cannot currently be employed with Hiland Dairy or any of its affiliates.

Bonus Terms: When the referred employee successfully completes the first six (6) months of employment, with no break in service, the eligible employee will receive \$500. When the referred employee successfully completes the second (6) months of employment, with no break in service, the eligible employee will receive an additional \$500, for a maximum bonus of \$1,000. The bonus will be provided by check, separate from standard payroll, and subject to standard tax deductions.

Policy Terms: All of the following terms must be adhered to in order to be eligible for the bonus:

- Eligible employees must thoroughly complete and submit the required *Employee Referral Form* to the Springfield Human Resources office
- Documents shall be emailed to the Recruitment and Hiring Coordinator, Cloé Richards, at crichards@hilanddairy.com
- Documents must be received within five business days of referred employee's date of hire
- Employee referral bonus is on a first-come first-served basis
- Eligible employee must be an active employee in order to receive the bonus

Policy Effective Date: 1/17/2022 (District I, II), 4/4/2022 (District III), 4/20/2022 (District X). All locations effective 5/9/2022.

The Company, at its discretion, may choose to end or change the Employee Referral Policy.

Questions about this policy shall be directed to the Springfield Human Resources office at (417) 370-6440.