



Greenridge Contingent Offer & Employee Referral Bonus Programs*

Contingent Offer Bonus Program

Background: Several of Greenridge’s current clients require that a candidate can only be submitted by one company, and a “proof” of such arrangement be evident before a resume would be reviewed. Greenridge appreciates the opportunity to submit qualified candidates and their willingness to enter a “Contingent Offer”.

The purpose of the Contingent Offer Bonus is to provide incentive to potential employees for their willingness to enter into a conditional employment offer where they agree to become “exclusive” to Greenridge for a specific position with a specific client. The bonus payment is made when a candidate is selected by the client and passes the 90-day probation period, and/or probation period required by the client.

Employee Referral Bonus Program

Background: Greenridge believes in creating a company of professionals sharing similar values. Greenridge also believes that the best way to attract people with good technical skills, ethical and moral characters, and family values is through our own employees with such qualities.

The purpose of the Employee Referral Bonus Program is to reward Greenridge employees for their effort and willingness to recommend a trusted friend. The incentive is given once a referred candidate meets the following criteria:

- The referred candidate must be a first-time hire to a full-time, regular position.
- The referred candidate must meet and exceed client’s minimum qualifications.
- The employee must demonstrate good understanding of referred candidate’s background, and provide evidence how the individual meets Greenridge’s vision and core values.
- The referrals are kept active for one year, and can be renewed for another 12 months. Once a referral has expired, the candidate can be referred by the initial referrer or another employee.
- If the candidate is hired, the individual must be able to meet the minimum probation period of 90-days, and/or as required by the client, before bonus payment will be processed. At the time of payment both employee and the candidate must be active on Greenridge payroll.

The amount of the bonus will be based on the candidate’s level upon hire, as follows:

Level “A” (candidate with 3 – 5 years of experience**)	\$1,500 (net after tax)
Level “B” (candidates with 6 – 10 years of experience**)	\$2,500 (net after tax)
Level “C” (candidates with 11 – 20 years of experience**)	\$3,500 (net after tax)
Level “D” (candidates with 21+ years of experience**)	\$4,500 (net after tax)

* Bonus programs are voided if prohibited by law or client

** Candidate’s experience must be design, construction, or construction management related