

Employee Referral Award Program

Effective April 1, 2022

The purpose of the program is to encourage and reward employees for the referral of talented individuals to the firm.

All employees, excluding Managing Directors and members of the People Department, are eligible for this program. Employees who refer an individual with whom they have an existing personal relationship will be eligible for a referral award. Please note, the following are not eligible for an award:

- Interns, temporary or contract hires
- Current employees transferring to another position
- Family members (as defined by the Nepotism Policy)
- Former employees
- Any individual who will become a member of the referrer's chain of command
- Any individual identified through an external search with whom the referrer does not have a prior existing personal relationship
- Any individual identified through an internal search for which credit is given or which is assigned as part of the employee's responsibilities

Awards will be paid within 45 days of the date of hire anniversary provided the employee who made the referral and the RRA hire are still actively employed by RRA on the date of hire anniversary, and according to the schedule below:

Referred Employee Type	USD Amount	Payment Timing
Consultant	\$10,000	\$5,000 paid 6 months from date of hire
		\$5,000 paid 1 year from date of hire
All Other Employees	\$6,000	\$3,000 paid 6 months from date of hire
		\$3,000 paid 1 year from date of hire

Employee will be paid the local currency equivalent of the USD amount set above based on the firm's Standard Exchange Rate at time of payment. The exact referral award amount and timing of payment is determined by the policy in place on the referral's date of hire. The firm reserves the right to run special referral incentives which may temporarily modify the values in this policy.

The employee who made the referral must be noted at time of hire so that a record for the payment of a referral award can be maintained.

The most up-to-date version of this policy can be found on @RRA.

