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## ASSOCIATE REFERRAL POLICY

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### **Purpose**

At Glacier, we strive to find and hire the best talent available -- people who exude our values and choose to contribute to our company goals. We believe that our existing associates, who already meet these criteria, are in a great position to help us find the best job candidates. We recognize that current associates are likely to refer only those individuals best suited to work at our company, and therefore we wish to reward them for their referral efforts.

### **Eligibility**

- The referral date cannot be earlier than the date the job opening is posted.
- The new hire must have completed 90 days of work.
- There is no cap on the number of referrals an associate can make.
- If two or more associates refer the same candidate, only the associate making the first referral will receive the bonus.
- The referral must represent the candidate's first contact with Glacier.
- The referring associate and the new hire must be in good standing at time of payment.
- Management and Human Resources who make or who are involved in the hiring decisions are not eligible.

### **Request Procedure**

Referrals are tracked within the Applicant Tracking System (ATS) with each referred candidate entering the name of the referring associate in their profile. Or the referring associate may notify Human Resources by email or submit a referral form.

Glacier has the sole discretion to change the terms of this policy at any time.