

Employee Referral Program

At Golden Touch, we believe that our employees are our best source of talent. To encourage and reward the contribution of our team in bringing top talent to our company, we have created the Employee Referral Program. This program allows employees to refer qualified candidates for open positions, helping us build a stronger, more dynamic workforce.

Referral Program Benefits:

- **For Employees:** A total of \$1,000 in referral bonuses (\$500 after 6 months and another \$500 after 1 year) to help us find talented individuals to join our team.
- **For Candidates:** They will have the opportunity to work at a great company that values employee input and collaboration.
- **For Golden Touch:** We get to tap into our employees' networks, resulting in higher-quality candidates who are more likely to fit our company culture.

How It Works:

1. Eligibility
 - All current full-time employees of Golden Touch are eligible to participate in the Employee Referral Program. This excludes individuals in leadership roles such as Directors, Vice Presidents, and Executives, as their responsibilities already include fostering the success and growth of the business and team.
2. What Qualifies as a Referral
 - **Full-Time Positions Only:** Referred candidates must be hired for full-time roles to qualify for the bonus.
 - **No Freelancers, Interns, or Contractors:** Referrals for non-full-time roles are not eligible for the program.
3. Referral Process
 - **Step 1:** Review the available job openings on our careers page.
 - **Step 2:** Identify candidates from your network who you believe would be a great fit for the role(s) and company culture.
 - **Step 3:** To ensure that Human Resources (HR) tracks the referral and that you are eligible for the reward, make sure to introduce the candidate to HR before they are contacted by our Talent Acquisition team. You can do this by:
 - **Option 1:** Personally, email the candidate's resume and contact details to HR@gtimports.net.
 - **Option 2:** Ask the candidate to tag you on their application form during the submission process, indicating that you referred them.

- **Step 4:** Our Talent Acquisition team will reach out to the referred candidate based on your endorsement once the team has confirmed that they are a fit.

4. Reward Structure

We value your contributions to our recruitment efforts. For every successful referral, you will receive two separate rewards:

- **\$500 after 6 months:** Once your referred candidate reaches their **6-month anniversary** with Golden Touch, you will receive a \$500 referral bonus.
- **\$500 after 1 year:** If your referred candidate successfully completes **one full year** of employment with Golden Touch, you will receive an additional **\$500** bonus, totaling \$1,000 in rewards.

Note: Both bonuses will be paid through payroll after the candidate hits the respective milestone and after confirming their continued employment. *Please note, this bonus is taxable income.*

5. What Makes a Good Referral

- We are looking for candidates who not only have the required skills and experience for the role but also align with our values and culture.
- Candidates should meet the basic qualifications for the role and demonstrate a passion for the industry and the work we do at Golden Touch.

6. Program Guidelines

- All referrals must be submitted through the designated channels outlined in the Referral Process. Informal referrals (e.g., word-of-mouth or direct introductions) are not eligible for rewards.
- The referred candidate must not be an existing applicant in our hiring system.
- If a referred candidate is hired through an external recruiter, the referral will not be eligible for a bonus.
- Employees must disclose any personal or professional connections with the referred candidate to avoid conflicts of interest.

7. Program Changes

Golden Touch reserves the right to modify or terminate the Employee Referral Program at any time, with or without notice, at its discretion. Any changes will be communicated promptly to employees.

Thank You for Helping Us Build Our Team! We appreciate the effort you put into referring talented candidates and contributing to the success of our hiring efforts. Your referrals are a key part of our growth, and we look forward to working with the fantastic individuals you bring to our team.

For questions, please contact Human Resources at HR@gtimports.net.