



TO: ALL EMPLOYEES
FROM: HUMAN RESOURCES
SUBJECT: REFERRAL BONUS
DATE: AUGUST 31, 2022

Interested in making more \$\$\$\$\$?

We are pleased to advise that we are introducing an **Employee Referral Program for all roles within The Shaw Group Ltd.** The purpose of the referral program is to recognize and reward employees who assist the company in satisfying its recruitment needs.

We recognize that our employees are our best recruitment method for bringing in new talent and selling The Shaw Group as an employer of choice.

Position	Amount Payable After Candidate Completes 1 month	Amount Payable After Candidate Completes 3 months	Amount Payable After Candidate Completes 6 months	Total Amount Potentially Achievable for Referral of Candidate
All Positions	\$100.00	\$100.00	\$300.00	\$500.00

If you know of any friends or acquaintances that may be interested in joining The Shaw Group, please have them contact Laura Devanney at LDevanney@shawgroup ltd.com. You can find a full list of our open positions at shawgroup ltd.com/careers.

To qualify for the referral bonus, the candidate must disclose the name of the employee who referred them at the time of application. If the candidate is hired, the employee will be eligible for the above bonus and it will be paid out according to the chart.

IMPORTANT INFORMATION:

- Referral bonuses are not paid to departed employees. The referring employee must be actively employed to qualify or receive payment.
- Exceptions for eligibility; current Shaw Group employees, former employees, or anyone who has applied for a vacant position within the last 2 years.
- The referral bonus form must be completed and sent to HR For approval. Once approved, HR will forward to payroll to have the bonus paid out.
- Current and former employees of The Company are not eligible candidates for referral
- Employees are expected to honestly and accurately represent the Company at all times.

Additional Documents: *The Shaw Group Referral Bonus Form*