

REFERRAL BONUS PROGRAM - FREQUENTLY ASKED QUESTIONS

Q. Who can participate?

A. Any ClearStream employee as well as any non ClearStream employee, excluding Management (Any supervising employee, receiving bonus compensation packages) and HR exempt (any Human Resources staff (HR) that is able to influence a hiring decision).

Q. Are all positions eligible within the program?

A. No. Only certain selected positions are eligible within the program. For example, if Pipefitters are eligible, and you successfully refer a friend to the eligible Pipefitter position, you would receive a bonus. However, if Receptionists are not eligible, and you refer a friend to a Receptionist position, you would not receive a bonus (please note that example positions mentioned above are purely hypothetical as eligible listings will change frequently).

Q. How do I find out which positions are eligible?

A. Speak with your local HR or Recruitment Representative, call 1-855-410-1112, read the weekly job openings email circulated weekly by communications, or view eligible listings through the ICIMs portal for the Referral Bonus Program – accessible from the ClearStream homepage.

Q. Who pays the Referral Bonus?

A. The actual payment will come from recruitment to the person who referred.

Q. What are the Bonus amounts?

A. It will be dependent on the role and will be awarded to the successful referrer of an eligible position.

Q. When will I receive my bonus amounts?

A. Bonuses will be given to the Referrer of an eligible position once the new candidate has been employed by ClearStream for a minimum of 3 months.

Q. I have a friend I would like to refer. What do I do?

A. Look for the role on our careers page and the process on how to refer a friend will be directly in the posting. You will be informed if the individual you referred is successfully hired.

Q. Can I refer someone who does not reside in Canada

A. Not at this time. Only candidates who are legally eligible to work in Canada are able to be referred.

Q. Can I split my Referral Bonus with another person?

A. No. There must be one Referrer per Referral, and therefore one bonus per Referral.

Q. How will I be compensated?

A. Your bonus will arrive in the form of a Visa Card.

Q. Does the Visa Card have an expiry date?

A. No, it doesn't.

Q. Can I refer someone currently working with ClearStream? Can I refer a past employee? Can I refer myself?

A. Current ClearStream employees cannot be referred. A past ClearStream employee must not have worked at ClearStream for 90 days in order to be referred. Self-Referrals are not allowed at this point in time.