

ALUMNI REFERRAL AWARD PROGRAM

Anders has established an Alumni Referral Award Program which encourages former Anders and Claris employees to recommend applicants to the Firm for employment.

If the referred candidate is hired for a regular, full-time, or part-time position, the referring individual will receive an award as follows:

- **\$500 one-time payment via check**

Payment of the award will be made after the referred employee completes 90 days of employment with Anders and so long as the referred employee is in good performance standing at the time the external referral award payment is to be paid.

ELIGIBILITY GUIDELINES

- Must be an alumnus of Anders CPAs + Advisors, who left the company in good standing
 - Retired Partners of Anders CPAs + Advisors or Claris Advisors are not eligible for this award
- The referral must be for a regular, full-time, or part-time position
- Campus recruits, Interns, Temporary, Seasonal and former Anders employees do not qualify
- Must know the referred candidate in a professional or personal manner, and must be solely responsible for introducing referred candidate to Anders by following the Referral Process outlined below
- Must have permission from the candidate to submit their resume for consideration
- You may not submit a referred candidate if it violates the terms in your non-solicitation/non-compete agreements
- There must be no other recruiting fees associated with the new hire

REFERRAL PROCESS

- Submit your candidate for referral by emailing their contact information and resume to the Alumni Inbox (alumni@anderscpa.com) or via the referral submission box on the alumni page of our website: <https://anderscpa.com/alumni-network/>

PAYMENT TERMS

You must meet the eligibility guidelines listed above and your referral must lead to a successful regular, full-time, or part-time hire to be eligible for payment. Anders will pay a one-time referral award payment if the referred employee:

- Acknowledges he/she/they was referred by you
- Completes 90 days of employment with Anders
- Is in good performance standing at the completion of 90 days employed by Anders
- Is still employed by Anders at the time the external referral award payment is to be paid

If more than one person refers the same candidate, payment will be made for the first referral received by Anders. We will notify you if your candidate has already been referred by another individual.

If your referral contacts Anders regarding employment opportunities before submitting your referral submission, the referral award will not be paid.

_____ (Anders Alumni) referred _____ (New Hire)

One-Time Referral Award Paid: _____ (Date)

Signature of HR Approval

Date

Department Leader Signature

Date

Anders Alumni Signature

Date