

Referral Bonus Plan



The Xenith Solutions Referral Bonus Plan is structured to encourage our employees to bring in new top-tier talent while rewarding them for contributing to the growth of the company. We reward employees who refer new hires throughout the duration of that new hire's employment.

Connecting Great People With A Great Company

The Xenith Solutions bonus plans are designed to support the tactical and strategic goals of the company. The plans benefit both Xenith Solutions and our employees through a focus on individual effort, performance, and customer care by providing:

Tactical Recruiting and Retention:

- Offering a bonus plan is an attractive benefit that provides a competitive edge in recruiting and employee retention
- It enables Xenith Solutions to identify candidates that better understand the more success they bring, the more they are rewarded

Improved Motivation:

- Employees gain a sense of ownership when their activities and successes are recognized and rewarded professionally and monetarily
- Employees are also rewarded as they complete an effort instead of waiting an entire year for potential recognition

Industry Alignment:

- Ensures that Xenith Solutions is in line and competitive with standard industry incentive plans

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How It Works:

The referring employee will receive an annual bonus based off the number of billable hours the new hire has worked each year they are employed with Xenith Solutions.

Eligibility:

All Xenith Solutions employees are eligible to participate in the referral bonus plan, with the following exceptions:

- Senior Leadership (i.e., Executives, VP's, Director's)
- Employees involved in the hiring process that are either a hiring manager or have influence over the hiring decision
- Members of Recruiting and Human Resources

To be considered an eligible employee, you must be on the Xenith Solutions payroll (current employee) at the time the bonus is issued in order to receive payment.

Candidate Eligibility:

- The newly hired employee must be hired for a billable position; unless otherwise identified as a critical hire
- The newly hired employee must be a Xenith Solutions employee for at least 480 hours of the fiscal year
- Legacy referred employees (i.e., hired during previous fiscal year) must have worked at least 1,440 billable hours during the fiscal year for the referring employee to receive a bonus

Payment:

The Referral bonus payment is calculated by multiplying each billable hour the referred employee worked during the fiscal year by Two Dollars, which for a fully worked year results in an average of a \$3,840 annual bonus. The Referral bonus is paid each year during the Annual Bonus period, as long as both the referring employee and referred employee are employed with Xenith Solutions at the time the bonus is issued.

Employees may refer as many new hires as they desire, there is no cap to the referral bonus each employee is eligible for.

Employees must submit a Referral Bonus Request Form to their manager.