



External Referral Bonus Program

I. Purpose

The External Referral Bonus program (the “**Program**”) offers a one-time referral payment to persons unaffiliated with BayFirst, to help BayFirst attract, hire, and retain the very best talent. Referrals are valid for 6 months from the date of submittal.

II. Eligible Individuals

You must be an individual person (i.e., not a business entity), have a valid social security number and be a legal resident of the United States who is at least 18 years of age to participate in the Program.

III. Non-eligible Individuals

The following people/entities are not eligible to participate in this program:

- Current BayFirst employees and their immediate family members
- Staffing/recruiting agencies or consultants, or any employee or consultant of a third-party to whom BayFirst is contractually obligated to pay a fee for the hiring of an individual referred by, or working for, such third-party

IV. Non-eligible candidates

You are not eligible for an external referral payment if the candidate you refer is a(n):

- Self-referral
- Candidate who has already been referred by a current BayFirst employee
- Candidate who has already been referred by any other person, company or system
- Applicant that has applied to BayFirst within the last 12 months
- Recent or current contractor, temporary worker, or consultant
- Provider of services to BayFirst (if they have provided services to BayFirst in the last 12 months)
- Former BayFirst employee
- Family member of a current BayFirst employee

V. External Referral Process

External candidate referrals should be emailed to: referrals@bayfirst.com.

To be eligible for an external referral bonus, you must provide the following at the time of your initial submission:

- Your name and contact information (phone number and email address)
- The candidate’s full name and contact information (phone number and email address)
- The potential candidate’s resume
- Your relationship to the potential candidate
- The requisition number(s) to which you are referring the potential candidate

Note: If the referred candidate appears to be a match, we will contact him or her. The referred person must acknowledge that you referred him or her and should also apply to the referred position online through the BayFirst careers website.



VI. Payment terms

BayFirst shall pay eligible individuals a one-time external referral payment in the amount of **3,000** (gross) for a referral, if the referral results in a successful regular full-time hire, and such referred employee:

- Acknowledges he or she was referred by you
- Completes 60 days of continuous, active employment with BayFirst
- Is in good performance standing at the end of such 60 day period
- Is actively employed by BayFirst at the time the external referral bonus is to be paid
- Was hired against an external referral program eligible position

If the referral is successfully hired by BayFirst, you must complete and return to BayFirst an IRS Form W-9 (and any other documentation that BayFirst may require) to receive the referral bonus. This form will be supplied to you by BayFirst once the referred candidate has started employment with BayFirst.

BayFirst will process the external referral bonus within 30 days after the referred employee completes 60 days of employment, and the required paperwork has been submitted. Payments will be made on a 1099 basis, and paid by company check from BayFirst.

VII. Tax Obligation

External referral bonuses are paid pre-tax from BayFirst. You are solely responsible for paying appropriate state and federal taxes on any payment received. BayFirst will report referral payments to the appropriate tax authorities.

VIII. Additional information, rules, and guidelines

- Positions that qualify for the BayFirst external referral bonus program are indicated on BayFirst's Career Center.
- In the event that more than one external person refers the same candidate and such candidate is hired by BayFirst, the external referral bonus will be awarded to the first referrer based on the time stamp of the submittal.
- This external referral program is effective April 1, 2018 – December 31, 2018. Referrals must be submitted by December 31, 2018 and hired no later than June 30, 2019 to qualify for the bonus payment. The terms and conditions of this external referral bonus program are subject to change or termination at any time and in BayFirst' sole discretion.
- You agree that BayFirst' total liability under this agreement for any cause of action relating to the subject matter of this agreement (regardless of the nature of such claim) is the lesser of your actual, direct damages or \$3,000.
- Please email referrals@BayFirst.com with any questions.

By submitting a referral you are agreeing to the policies and conditions set forth above.



IX. EEO Statement

BayFirst Solutions, LLC is an Equal Opportunity/Affirmative Action employer. BayFirst Solutions prohibits discrimination with respect to the hiring or promotion of individuals, conditions of employment, disciplinary and discharge practices, or any other aspect of employment on the basis of sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity, pregnancy, veteran status, or any other protected class.