

NIVASOFT EMPLOYEE REFERRAL PROGRAM

PURPOSE

NIVASOFT encourages employees to refer applicants for all open positions with the Company. Such referrals are a cost-effective recruiting tool. The Referral Bonus Program encourages employees to refer quality applicants for certain designated, open positions and rewards them monetarily when placement is successful.

- Eligible positions are those open positions, identified by subsidiary Human Resources, which are posted on the NIVASOFT website (<http://www.nivasoft.com/careers>).
- Overall, the program is aimed at enhancing NIVASOFT's recruiting capabilities by increasing candidate selection pools, reducing cost-per-hire and boosting employee morale.

ELIGIBILITY

- All NIVASOFT employees are eligible to participate except for:
 - Executive Officers
 - Human Resources employees
 - Hiring manager or individuals who would have a direct reporting relationship with the candidate
- All eligible candidates must meet the following criteria in order for the employee to be eligible for a referral bonus:
 - Cannot be an NIVASOFT contract or temporary employee
 - Cannot be a relative of a current NIVASOFT employee (relatives are defined as spouses, children, brothers, sisters, parents, grandparents, grandchildren and in-laws)
 - Candidate must fill a position designated on the NIVASOFT website for the Employee Referral Program

POLICIES

- When a regular full-time or regular part-time employee recommends a qualified individual for a valid opening, and the referral is hired as a regular full-time or regular part-time employee by the subsidiary, a referral bonus will be paid, in one installment, after the new employee has been on the payroll for 90 days.
- The Employee Referral Bonus amount is \$1500.00
- Referral bonuses are normally paid on the first full pay period after the qualification period has ended. Applicable taxes will be deducted.
- Both the employee who made the recommendation and the employee who was hired must be employees of NIVASOFT Corporate or an NIVASOFT subsidiary at the time the bonus payment is due. An employee who is on leave or temporary disability at the time the bonus payment is due will have any bonus payment deferred until the employee returns from the leave of absence.
- For positions which are posted on the NIVASOFT website, and subsequently hired through a referral, the payment under this program supersedes any subsidiary referral bonus.
- The referring employee should submit the referred candidate's resume along with the NIVASOFT employee's Referral Bonus Program Form to the HR Department of the subsidiary with the open



position via e-mail or regular mail. Alternatively, the candidate may contact the HR Department at the subsidiary with the open position directly and complete the application with the referring employee's name, as the source of contact.

The bonus amount and eligibility factors are subject to change based on NIVASOFT's business needs, as circumstances dictate.

NIVASOFT is an Equal Opportunity / Affirmative Action Employer. We welcome and encourage diversity in our workplace.

NIVASOFT reserves the right to modify, amend or terminate this plan, at any time, for any reason.





NIVASOFT EMPLOYEE REFERRAL PLAN

Referring Employee Information:

Name: _____ Date: _____

Social Security # _____ - _____ - _____

Company/Department: _____

Work Phone: _____

Referred Candidate Information:

Name: _____ Date: _____

Social Security # _____ - _____ - _____

Title of Vacant Position: _____

Company/Department: _____

The referring employee should attach the referred candidate's resume to this completed form and submit it to the HR Department. Should your referral be hired by NIVASOFT, you will be notified by NIVASOFT Corporate HR of your eligibility for the bonus based on the Employee Referral Program

FOR NIVASOFT CORPORATE USE ONLY – PLEASE DO NOT WRITE BELOW

***** Date of Referred Candidate Hire: _____ Location/Dept: _____

Position Title: _____ Full/Part-time: _____

Salary Range for Position: _____

Date Referral Bonus Due to Referring Employee: _____

Pay Period Effective: _____

Bonus Payment Amount: _____

Approvals: _____

Manager, Human Resources

President