

Koch Enterprise

REFERRAL GUIDELINE



At Koch, we believe it is in every employee's best interest to recognize and encourage contribution-motivated talent to join our companies. This document details guidelines for referrals and eligibility requirements for "cash bonus" eligible referrals.

How do I refer someone?

Access the Koch Career Referral site from the Koch Internal Careers site or from the Company Resources section within the myHR Portal (koch.link/myHR). Here you will have the option to refer someone to our talent network or refer either internal or external prospects to an existing opening. When referring to a specific role, the person will automatically receive a personalized email notification with an invitation to apply. The referrer can review the status of their referral through the Koch Career Referral site. The name of the recruiter assigned to the requisition will be visible in the job description posted on the Koch Internal Careers site.

If you have questions on eligibility or bonus payouts, please contact your recruiting contact or HR leader.

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Referral “Cash Bonus” Eligibility and Participation Guidance

EMPLOYEE ELIGIBILITY

To be eligible for a referral bonus, the employee must be a current Koch employee at the time the referral is made and at the time the reward is received. The following employees are not eligible for referral award consideration:

1. Senior leaders (including regional VPs, senior site leaders, HR leaders, etc.);
consult with your HR leader for questions in regards to eligibility
2. Employees whose regular, recurring jobs include the recruitment of employees, such as recruiters, sourcers or, in some cases, HR partners
3. All persons who are directly associated with the hiring decision (e.g. hiring supervisor, interviewers, etc.)
4. Non-employees

CANDIDATE ELIGIBILITY

For the purpose of the employee referral bonus, a “bonus eligible candidate” is defined as an individual who is referred by a “bonus eligible employee” and who:

1. Has applied for a bonus eligible position, and
2. Has been hired by Koch

The following individuals are not considered “bonus eligible candidates” for purposes of these guidelines:

1. Individuals currently or previously employed with Koch or its affiliates within 12 months preceding the referral submission date
2. Individuals who have already been referred by a third party agency may not be eligible per contract
3. Individuals who are currently providing services to the hiring company as a contingent worker (consultant, independent contractor, temporary employee, etc.)

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REFERRAL BONUS AMOUNT AND PAYOUT

Referral bonus eligible roles and payout amounts will be specifically noted as such in the position description. There are no set bonus amounts or programs as a part of this guideline. Referral bonus amounts should vary by role and situation, and will be subject to all applicable taxes. For cross-country referrals, bonus amounts may vary based on currency. Please consult with the recruiter and HR business partner in these situations.

Non-cash incentives (i.e. gifts, Koch gear, recognition, additional time off, etc.) could be considered in conjunction with or in lieu of a cash bonus. Hiring supervisor and recruiting partners should discuss strategy at the beginning of the recruitment process and refer to the applicable gifts and awards policy to understand any potential tax or compliance implications.

Referral bonus payouts will be paid to the eligible referring employee in one payment upon hiring of the referred candidate. The hiring company is billed for the referral bonus at the time of payout.

The Employee Referral Bonus Guidance may be modified or discontinued at any time at the sole discretion of the Koch company, without prior notice, and any payments under the program are ultimately in the sole discretion of the Koch Company. These guidelines do not alter any employee's at will employment status, where applicable.

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