

EMPLOYEE REFERRAL PROGRAM

HOW TO SUBMIT A REFERRAL

To qualify for a referral bonus, please submit your referral to Recruiting@omegatechserv.com or reach out to your recruiter directly. Once Recruiting receives the referral, we'll reach out to the candidate and keep the employee who referred the candidate informed about the progress along the way.

Include the following information in your email:

- Your Full Name
- Candidate's Full Name
- Candidate's contact information (email/phone)
- The position you are referring them for
- Candidate's resume (if possible)

PROGRAM GUIDELINES

- All Omega Technical Services employees (including 1099 employees) are eligible for the referral bonus, except those at vice president level and above, Human Resources personnel, Talent Acquisition personnel, and managers with hiring authority over the referred candidates.
- Must be an active Omega employee during the referred candidate's first 30 days of employment to be eligible for referral bonus.
- Referrals must be submitted on or after the job opening is officially posted by Omega Technical Services.
- The referred candidate must be hired within 180 days (six months) of the referral submission date.
- Referral bonus eligibility is limited to the first employee to submit the candidate.
- All candidates will be evaluated according to Omega Technical Services' standard hiring policies and procedures.
- The Special Navy Nuke Bonus is not in addition to the 1st, 2nd, or 3rd Referral Bonus. However, it does take the place of one.

For example:

- » If an employee's 1st successful referral is a Navy Nuke candidate, they will get the \$3,000 Navy Nuke Referral Bonus and it will count as that employee's 1st referral. The next eligible referral will be awarded with the Tier 2 – 2nd Referral bonus.
- » If an employee already has 1 successful referral and is awarded with the Tier 1 – 1st Referral Bonus, and the employee's 2nd referral is a Navy Nuke candidate, they will receive the \$3,000 Navy Nuke referral bonus and their next referral will be awarded with the 3rd referral – Tier 3 Referral Bonus.

DISPUTE RESOLUTION

Any disputes or interpretations of this referral program will be handled at the discretion of the Human Resources Department at Omega Technical Services.

GET STARTED

It's easy—refer top talent, strengthen our team at Omega Technical Services, and earn rewards for your contribution!