



# EMPLOYEE REFERRAL BONUS PROGRAM

## Candidate Referral Form

PLEASE PROVIDE INFORMATION ABOUT THE CANDIDATE YOU ARE REFERRING:

Candidate's Name: \_\_\_\_\_

Candidate's Phone: \_\_\_\_\_

Candidate's E-mail: \_\_\_\_\_

Relationship to Referring Employee (friend, family member, etc): \_\_\_\_\_

Position Referred For: \_\_\_\_\_

PLEASE AGREE TO THE STATEMENT BELOW AND PROVIDE INFORMATION ABOUT YOURSELF:

I have read and understand the referral bonus program rules. I understand that if the candidate I am referring is hired as a result of my referral and all requirements of the program are met, I will receive a bonus payout as outlined in the program rules.

\_\_\_\_\_  
Referring Employee's Name (please print)

\_\_\_\_\_  
Referring Employee's Job Title

\_\_\_\_\_  
Referring Employee's Signature

\_\_\_\_\_  
Date

FOR PAYROLL USE ONLY:

Referred candidate's hire date: \_\_\_\_\_

Target Date for initial \$500 payment: \_\_\_\_\_  
(employment + 30 days)

Target date for final \$500 payment: \_\_\_\_\_  
(employment + 90 days or completion of IOE)

Gross payment amount: \$ \_\_\_\_\_

Initials/Date: \_\_\_\_\_/\_\_\_\_\_



## EMPLOYEE REFERRAL BONUS PROGRAM

### Program Overview and Rules

Here at ABX Air we are always looking for top quality talent to join our team, which is why we are excited to introduce a new Employee Referral Bonus Program. As a thank you, any active ABX employee will receive a **\$1,000 bonus payout** if they recommend a candidate for employment who is hired as a regular full-time employee by the company and all of the program requirements listed below are successfully met.

#### REQUIREMENTS

- The newly hired employee must maintain continuous employment with ABX for a minimum of 90 days or complete IOE if the referral is a pilot.
- The candidate must complete the “Who Referred You To This Site” portion of the employment application and list the referring ABX employee’s name in the box provided.
- The referring ABX employee must complete a Candidate Referral Form and return it via email to the Human Resources Department ([Ronald.Lindhorst@abxair.com](mailto:Ronald.Lindhorst@abxair.com) and [Courtney.Hyer@abxair.com](mailto:Courtney.Hyer@abxair.com)) prior to the candidate’s first interview.
- Internal applicants, including current employees of any ATSG company, are not eligible as referrals under the program.

#### PAYOUT

The bonus payout will consist of two \$500 payments to the referring ABX employee:

- The first \$500 payment will be made after 30 days of continuous employment by the new hire.
- The second \$500 payment will be made after 90 days of continuous employment or completion of IOE by the new hire.

If the new hire does not meet the 30-day or 90-day active employee qualification or complete IOE if they are a pilot, the applicable payments will not be made.

#### PROGRAM DATES

The ABX Air Employee Referral Program runs through September 30, 2024, after which the program will be re-evaluated. Candidate referrals received prior to September 30, 2024 will be eligible for the program.

This program represents another opportunity to reward our great employees as we continue to add aircraft and grow our business. Don’t forget to regularly visit our Careers page ([ABXAir.com/careers](https://ABXAir.com/careers)) to view the latest job openings. Thank you!

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