



The Referral and Retention Program ("Referral Program") for Security Professionals (SPs) is a program under Allied Universal's® Partners in Employment® umbrella. The goal of the program is to retain candidates who are hired into difficult-to-fill security positions and to incentivize current Security Professionals within the organization to recruit new Security Professionals. The Referral Program is effective beginning July 9, 2020. Allied Universal® reserves the right to discontinue or change the terms of the Referral Program at any time.

The Referral Program is limited to qualified Security Professionals only. However, any employee can refer a candidate. Employees may begin participating in the referral program on their second day of employment.

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Consider people you encounter throughout your day who are friendly, outgoing, exhibit great customer service and have a professional, helpful attitude.

Ask them for their email or phone number so that you can send them a referral link to the job you think that they would be a great fit for.

Encourage them to apply via the link you shared and if they are hired to a qualified position, you could be eligible for a referral bonus.

- If all of the above qualifications are met, the referring employee will be paid the referral bonus at the Q1 and Q4 mark following the referred employee's hire date.

To make a referral, active Allied Universal®

Log into your account by visiting _____ or downloading the _____ mobile application. The _____ tab stores information about all the referrals you have ever made. Here you can track the status of your referrals, the bonus amount you can potentially earn for each referral, and the final bonus you are eligible for, if the referral is hired.

Not all referrals are bonus eligible. There are a number of factors that determine if you are eligible for a referral based on your current Allied Universal® role, the job the referred candidate applies to, and the job the referred candidate is hired to. If the job is bonus eligible, the referral bonus eligibility amounts are as follows:

- \$300 for a successful Unarmed SP Hire
- \$500 for a successful Armed SP Hire
- \$1,000 for a successful Cleared SP Hire

Payment eligibility is reviewed at Q1 (90 days) and again at Q4 (1 year) following the hire date of the referred employee.

If all qualifications are met, the referred employee will receive the Q1 bonus payment installment within two (2) pay periods after they complete their first 90 days of employment.

If all qualifications are met, the referred employee will receive the Q4 bonus payment installment within two (2) pay periods after they complete 12 months of service. The Q4 installment is the second and final installment for the retention bonus.

On the _____ page on _____ or the _____ mobile app you can see a summary of the total due and total paid amounts. Within each hired referral, you will see a _____ option where you can find the estimated dates and amounts that will be paid if all program requirements are met.

This means that the job does not offer a referral bonus or you are not eligible for a referral bonus. Bonuses are only available if the:

- Referring employee is in a qualified SP position

- Referring employee is not a supervisor
- Referring employee is in a qualified company number within the Allied Universal® Security Services division
- The job the candidate is referred to is not bonus eligible

There are multiple reasons your bonus may have become ineligible:

- Your referral moved to another role that is not bonus eligible
- You changed jobs to a role that is not bonus eligible
- Your referral is no longer employed
- Your referral was actually a rehire who previously worked for Allied Universal® (or its predecessors)

The Referral and Retention Program rewards qualified Allied Universal® SPs who refer new SPs into bonus eligible positions. Security Supervisors, including Shift and Site Supervisors, Admin employees, or employees outside the Allied Universal® Security Services division are not eligible for the bonus.

The actual date of hire is used for referral calculations.

No. Your referral must remain actively employed as a qualified Security Professional for you to be considered for the bonus.

No. Both SPs must be in active status (not LOA or terminated status) at the conclusion of each measurement period and must remain active until the payment is issued. If both SPs return from leave and are active at the conclusion of each measurement period and

- The referred candidate was sent a referral link to a qualified requisition by an active Allied Universal® employee.
- The referred candidate used the referral link sent by the referrer to apply to a bonus eligible requisition.
- The referred candidate must not have been previously employed with Allied Universal® (or its predecessors).
- The referred candidate is hired to a bonus eligible position
- The referred employee must average a minimum of 16 hours per week during the eligibility period preceding the scheduled payout for unarmed and armed positions. Cleared positions must average a minimum of 32 hours per week.
- The referred employee must be in a qualified SP position at the time the of hire and at the time of the scheduled payment calculation.
- The referred employee must maintain active employment within the Allied Universal® Security Services division and be in active status at the time of payment calculation and remain active until payment is issued.
- If all of the above qualifications are met, the referred employee will be paid the referral bonus at the Q1 and Q4 mark following their hire date.

Referred employees are not eligible for a bonus when they are referred or hired to a requisition where the referring employee is listed as a fare

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