

Employee Referral Program



Overview

Our company will pay a referral reward to an EyeCare Partners team member when they refer someone to us that we hire and retain for a minimum period of time. If you know someone you think would be a good fit for a position at our company, refer them! If we end up hiring your referred candidate, you are eligible for a reward ranging from \$600-\$20,000 (based on the level of the position hired). We encourage you to check our open positions and consider your social networks and external networks as potential resources for referred candidates. Please confirm total part-time payouts with the hiring recruiter.

Level 1: Hourly roles in Optometry, Ophthalmology, Patient Engagement Center, Revenue Cycle Management and our Distribution Center	\$600
Level 2: Registered Nurse, Surgical Technician, Coordinator, Staff Accountant, Specialist, Office Manager, Supervisor	\$1,500
Level 3: Manager, Sr. Manager, District Manager	\$3,000
Level 4: Director & Above	\$5,000
Level 5: Optometrist	\$10,000
Level 5: Ophthalmologist	\$20,000

Additional rules for rewards:

- Rewards will be paid out in two payments: 50% at 90 days from the date the candidate begins work at ECP, and 50% at 180 days.
- The reward will be paid on the second paycheck of the month and is subject to taxation.
- There is no cap on the number of referrals an employee can make. All rewards will be paid accordingly.
- If two or more people refer the same candidate, the first referrer will receive the referral reward.
- Referrers are still eligible for a reward if a candidate is hired at a later time or for another role.
- Referrer must be an active team member at time of bonus payout.
- Please note, reward amounts may be increased for hard-to-fill roles with ELT member approval.
- For all levels listed above, referrals resulting in part-time hires will receive half the reward. For example, the reward for a part-time coordinator would be \$750.
- Rewards are subject to taxation. Please contact HR or our referral program manager for more information.
- We may change our referral bonus program over time to add additional incentives. We also reserve the right to cancel or change our reward program, or aspects of the program if they prove ineffective or inefficient. We'll communicate any change clearly and timely. Employees who referred candidates before a reward was cancelled will still receive the appropriate reward.

Who can participate:

All team members are eligible to participate in our referral program with the exception of:

- Senior management (Senior Director and above)
- Recruiters and hiring managers for positions for which they're hiring.
 - Hiring managers can refer someone for a role in a different department, office or function
- Anyone under a separate agreement to source employees

Who can be referred:

We have two conditions for candidates who can qualify you for our rewards. They should:

- Have not applied to our company in the past year or be a current employee.
- Be hired as permanent full, part-time employees or temporary employees or contractors.

Team Member Referral Program:

Submit a referral at eyecare-partners.com/refer-an-employee

If you have any additional questions please email recruiting@eyecare-partners.com or doctorrecruiting@eyecare-partners.com.

EQUAL EMPLOYMENT OPPORTUNITY

The Company takes pride in being an equal opportunity employer and recognizes the importance of each individual employee to the success of the Company. It is our policy to hire and retain the most qualified individuals without regard to race, color, religion, creed, age, sex, gender identity, national origin or ancestry, citizenship, physical or mental disability, medical condition, sexual orientation, veteran status, military service, family care status, or marital status or any other protected class pursuant to applicable Federal, State and local laws, rules, regulations and executive orders. Therefore, the Company prohibits all forms of discriminatory treatment based on these protected categories. The Company also reasonably accommodates qualified individuals with known disabilities and bona fide religious beliefs unless the accommodation results in an undue hardship.