

## Referral Program Guidelines:

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### **Overview:**

To participate in Parker Staffing's Referral Program, you must register through the [Refer a Friend](#) portal featured on our job board (also included in all Parker employee email signatures). There is no limitation to the number of referrals you may provide.

### **Eligibility:**

In the event that the referred individual is hired by Parker, you shall become eligible for a referral bonus payout under the following conditions:

If the person you referred is placed in a *contract position*, that individual must complete 520 hours on assignment for you to become eligible for the referral bonus payout.

If the person you referred is placed in a *direct hire position*, that individual must complete 90 days in their role for you to become eligible for the referral bonus payout.

### **Referral Payout Process:**

*Referral Bonus Payout: \$75*

As the referrer, if you are currently employed by Parker Staffing, the bonus will be distributed through the payroll process and will be added to your paycheck with the proper taxes deducted.

If you are not currently on assignment, the bonus will be distributed through a check mailed directly to you. You will receive a W9 form through Adobe EchoSign that must be signed and returned to Parker. Once the W9 has been completed, the referral bonus check will be issued on the next available payment schedule. Please keep in mind, no taxes are taken out at this time, and you will be responsible for paying the proper taxes independently.

Upon confirmation that eligibility requirements have been met, Parker Staffing aims to issue bonus payments within 5-7 days. Please be advised we may not be able to provide an exact issue date due to factors outside of Parker Staffing's control that may impact payment schedules.

### **Program Restrictions:**

Participants must be over 18 years old to qualify.

Once your referral is submitted via the platform, they are eligible for a period of 180 days.

Internal employees, as well as friends and family of Parker Staffing, are ineligible to participate in the Parker Referral Program.

*Parker Staffing reserves the right to change the referral bonus values or discontinue the program without notice. By entering the program, each participant releases Parker Staffing from any liability arising from the awarding or acceptance of the bonus or participation in the program. Parker Staffing's decisions are final and not subject to review or appeal. The program is void where prohibited by law. Parker Staffing may contact you regarding the program. By participating, entrants release Parker Staffing and its affiliates from any damages suffered in connection with the program or the referral bonus. Parker Staffing reserves the right to alter these Terms and Conditions at its sole discretion. The program may be canceled, modified, or suspended if deemed necessary. The program's terms and any related matters shall be governed by the laws of Washington state and subject to the exclusive jurisdiction of the courts of Washington.*