



8503 Hilltop Drive, Ooltewah, TN
423.238.4171

To: All Miller Industries Employees
From: Human Resources
Re: Employee Referral Bonus Program Details and Guidelines
Date: August 22, 2024

Employee Referral Bonus Program

Miller Industries recognizes that we have a higher success rate with new employees who join our company through an employee referral than those that come to us without a referral.

To reward and encourage employees to continue to promote employment at Miller Industries and help us meet our staffing needs, the Employee Referral Bonus Program was created in 2021. This program applies to all Miller employees.

If you refer an employee to Miller Industries, you and the referred employee could earn up to \$2,500 each!

Here's how it works:

Applicants must indicate that they are being referred by a current Miller Industries employee and list that employee's name at the time that they submit their application to Human Resources.

There are bonus payouts for both you and the referred employee at the 90-day, 180-day, and 365-day milestones.

90 days: If the referred employee is employed for 90 days, both the referring employee and the referred employee are eligible to receive a \$500 bonus (minus applicable taxes).

180 days: If the referred employee is employed for 180 days, both parties are eligible to receive another \$500 bonus (minus applicable taxes).

365 days: If the referred employee makes it for a whole year, 365 days, both the referring employee and the referred employee are eligible to receive an additional \$1,500 each (minus applicable taxes).

Program Rules:

- All Miller Industries employees are eligible for the referral bonus.
- Hiring managers cannot hire their own referrals into their areas of responsibility but can recommend referrals to other hiring managers.
- The referral must represent the candidate's first contact with Miller Industries (i.e., you cannot refer a former employee or a current temporary employee).
- The referred employee must list you as their referral on their application for both employees to qualify for the bonus.
- There can only be one referring employee. The first employee to refer a candidate will be the only referring employee eligible for payment.
- Any disputes or interpretations of this employee referral program will be decided through Human Resources Management and all decisions will be final. This Referral Program is subject to change at any time without notice as deemed necessary by Miller Industries.

What ifs...

- If the referring employee leaves the company at any point during the referral schedule, the referred employee is still eligible for their part of the bonus on the established payout schedule.
- If the referred employee leaves the company, bonus eligibility for the referring employee will be paid according to the last milestone reached.
- Bonus payments are paid during the second week of the month AFTER the referred employee reaches the 90-day, 180-day or 365-day milestone. You must be employed at this time to receive the bonus payout.

If you have any questions, please contact your Human Resources representative for clarification.