Referral Bonus Policy Letter
1. Overview Essentials

<table>
<thead>
<tr>
<th>Who is affected by this Policy?</th>
<th>This policy applies to all currently employed, direct labor Azimuth employees. Program Managers may participate in this program for contract positions outside of their responsibility. All Directors, Recruiting Staff and Human Resources staff are excluded from this policy.</th>
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<tr>
<td>What is the Purpose of the Policy?</td>
<td>To encourage and reward Azimuth employee referrals for hard to fill positions. This policy is also established to aid in the successful and rapid recruiting and filling of hard to fill direct labor positions.</td>
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<td>What Activates the Process?</td>
<td>A referral bonus is nominated by the Program Manager, Hiring Manager and/or the Recruiting Staff and is approved by the Director of Program Execution.</td>
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<td>Are Updates Needed in this Policy Letter?</td>
<td>Occasionally, a Policy needs updating because information may be missing, incorrect, or unclear or may have changed since publication of the Policy. If you notice the need for corrections, whether major or minor, please send an email to <a href="mailto:Recruiting@Azimuth-corp.com">Recruiting@Azimuth-corp.com</a></td>
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2. Definition of Terms

A. Director of Program Execution (DirPE)
The DirPE is the lead for this Policy. The DirPE’s responsibilities include overall coordination of the Referral Bonus process, approval of the individual positions eligible for a bonus, and approval of the bonus payout at the appropriate time.

B. Hiring Manager (HM) / Program Manager (PM)
The HM and PM are the nominators for recruiting bonuses associated with individual contract positions. The nomination follows the proscribed rule sets below and must be approved by the DirPE prior to being listed on the referral bonus list. The PM will also initiate the appropriate paperwork for the bonus payout.

C. Recruiting Staff (RS)
The Recruiting Staff may also nominate positions eligible for a referral bonus. The RS will maintain the list of referral eligible positions. They will also maintain the referred resumes and will track, by employee and by time, when the referral was made. Any dispute will be arbitrated by the DirPE by using the Recruiting Staff documentation.

D. Azimuth Employees
All Direct Labor Azimuth employees (that is, those assigned to a contract and charge hours against the contract) are eligible for the referral bonus program.
Employees are encouraged to check the Azimuth intranet often for eligible positions. Referrals will be made by email to the recruiting staff (Recruiting@Azimuth-Corp.com) and will include the position referral is for, personal point of contact information and a resume or bio/profile of the potential candidate. If an employee’s referral is used for a different, referral-eligible position within 1 Year, the employee is still eligible for a referral bonus. The employee must still be employed by Azimuth to be eligible for the referral bonus.

In as much as it is their responsibility to find and recruit potential employees for Azimuth, Program Managers and Hiring Managers are excluded from this policy for positions under their purview. They may participate in this program for positions outside their responsibility. Directors, Recruiting Staff and Human Resources staff are excluded from this policy.

E. Human Resources Staff (HR)
The HR staff will work with the Recruiting staff to track and validate the employment time of the referred employee. HR will notify the Program Manager at the appropriate time (i.e., 90 days from first employment date) to initiate and send the referral bonus payout notice to the DirPE.

F. Financial Management Office
Financial Management Staff will monitor funds dedicated to recruiting bonus program, maintains oversight to the recruiting budget, and pays recruiting bonuses through the payroll system.

3. Supporting Documentation

A. Azimuth Referral Form
The referral form is an editable PDF form that nominates a position for a recruiting bonus. This form is initiated by the HR/PM, approved by the DirPE and maintained by the Recruiting Staff and HR staff.

B. Referral Bonus List
The Referral Bonus List contains all positions currently and actively offering a referral bonus. This list is maintained by the Recruiting Staff, shared with the HR staff and posted to the Azimuth intranet. The Business Operations Staff will post all updates to the Bonus eligible positions.

C. New Hire Check List (NHCL)
The NHCL template will be amended to include a check box for referral bonus eligible. The HR/PM, in consultation with the RS, will check this block to indicate this is a referral bonus eligible hire. HR will maintain a list of referrals to positions and will track the waiting period for bonus eligibility.

D. Employee Bonus Request Form
Excel based form describing the bonus and the rationale. The form is filled out by the PM, approved by the DirPE and submitted to Finance for payout.
4. Preliminary Information
Azimuth Corporation main business line is providing Professional Services to the Federal Government. As such, Azimuth recognizes people—highly qualified and professional Azimuth Employees—are the “products” we compete and sell in the marketplace. Azimuth also recognizes the “production” of these employees is critical to the financial health of the company. In the Professional Services business, the “production” process equates to the recruiting process.

This policy is designed to identify the hard to fill positions, encourage employees to help in finding suitable candidates for those positions and to expedite the filling of direct labor positions.

The Policy letter identifies the stakeholders through the process, establishes the criteria for award of a referral bonus and ensures Referral Bonus Program is complete and the process is applied in a standard, equitable and repeatable way.

5. Referral Bonus Requirements
The requirements below are to define standards and limits and are designed to stratify the criticality of the requirement and therefore the amount of bonus offered for a successful referral. The DirPE is empowered to adjust these requirements and bonus amounts based on the criticality of the position. The DirPE may also identify an added “premium” value to certain positions that require specific skills, certifications and/or experiences.

A. Labor Group
Labor Groups are a way to identify labor positions and categories that have like requirements and experiences, and therefore, like recruiting challenges.

- Labor Group A: Administrative, financial, and executive support labor categories.
- Labor Group B: Program Management, Policy and Analytics with specific experiences and levels required
- Labor Group C: SME, engineers and Scientists with specific clearances, experiences, and/or educational requirements.

B. Time/Urgency Categories
The DirPE will determine the amount of the referral bonus at time of position nomination and approval of eligibility for referral bonus. The DirPE has the latitude to adjust the amount of the bonus based on the criticality and the required skills and experiences.

C. Referral Bonus Amounts
The following indicates the base range available each Labor Group:

- Labor Group A: $500 to $1,000
- Labor Group B: $750 to $1,500
- Labor Group C: $750 to $2,000

The DirPE has the discretion to add a Premium bonus to any position based on specific requirements.
D. Eligibility

In order to be eligible for a referral bonus, the referral candidate must be someone that Azimuth found/contacted for the first time. If the candidate has previously applied for this or any other position (i.e., resume already known to Azimuth) or if the resume has been sourced by any other means to include, but not limited to web-based data bases (Indeed.com, SecureJobs.com, LinkedIn), professional and industry associations, tradeshows and/or recruiting fairs, the referral is ineligible for a referral bonus.

E. Process

1. Recruiting Staff and PM/HR determine need for Bonus incentives
2. HR/PM/RS nominates Specific position for Bonus eligibility to DirPE
3. DirPE approves eligibility and notifies Recruiting Staff
4. Recruiting Staff updates position eligible list for intranet posting and passes to Business Office Staff for posting
5. Business Office Staff posts updated list to Azimuth Intranet
6. Recruiting Staff monitors and records employee nominations
7. Recruiting Staff flags future employee as referral filling a bonus-eligible position and notifies HR/PM
8. PM indicated new hire is a referral-eligible hire by checking the appropriate box on the NHCL
9. HR monitors employment, flags employee when mandatory waiting period is complete, and notifies HM/PM
10. PM initiates bonus payment recommendation and forwards to DirPE
11. DirPE verifies bonus amount, approves and forwards to Finance for action
12. Finance initiates referral bonus through payroll system

F. Employment Time Constraints

To be eligible for a referral bonus, the referred employee must be an Azimuth employee for a minimum of 90 days from first hire employment date. The referred employee cannot be on a performance improvement plan (PIP) or have incurred any disciplinary actions by Azimuth or the customer. HR will maintain and monitor this requirement and will notify the Hiring Manager with the time constraint has been met. By initiating and submitting the Employee Bonus Request Form to the DirPE for approval, the PM certifies the referred employee meets all the above requirements.