EMPLOYEE REFERRAL POLICY

We have approximately 2500 salespersons at Canad Inns. We all want you to work with only the best, making our jobs and the ascent to the Canad Certified Four Star rating that much easier. Each of us knows of someone that would benefit by joining one of Canada's Best Managed firms. With your assistance we can reach our Vision Statement of Bigger…Better… Today… and Tomorrow.

All current employees of Canad Inns are eligible for this incentive with the exception of following

- General Managers may refer a candidate to another property but are not eligible when referring candidates to their own property.
- Salaried Department Heads may refer a candidate to another department or another property but are not eligible when they bring a candidate into their own department.
- Vice Presidents, Directors, and People Resources, or their equivalents, **are not eligible for participation**.

Procedure

- Employee may refer individuals who fit the specifications given in job descriptions for vacant positions. In case the resume is already available in the data bank the referral process will be terminated at this stage.
- The referrer needs to fill up the employee referral form and submit to the People Resources department before the recruitment process begins. Referral forms can be obtained from the People Resources Assistant.
- The employee making the referral will not in any way be involved with the interview or salary fixation of the candidate.
- Selection to the referred by any employee would be made only after going through the selection process, as per Hiring Practices.
- If the referred candidate is hired, the referrer is eligible to claim a referral fee as per the parameters defined below

The following is the referral fee applicable under this policy:

Position	Bonus
Director/Vice President	$1500
General Manager/Asst. General Mgr	$1500
Department Manager/Sales Position	$1000
Supervisor	$500
Hourly Employee	$250

- Upon a candidate's successful completion of 6 months the referring employee will receive a referral bonus of 50%.
- If that employee is retained for a further six months, the referring employee will be eligible for an additional 50%.

- The fee will be given only if the newly recruit completes the above mentioned time period with Canad Inns.
- If more than one employee refers the same candidate, the first referral received will be honored.
- Awards will not be made for re-hires.

Note:

- Fee amounts and eligibility factors are subject to change based on the business and economic needs of Canad Inns.
- Canad Inns will not enter into any debate with an employee who has unsuccessfully referred a personal contact. In the event of any dispute, the decision of the VP of People Resources shall be final.