



We are proud of our employee's daily contribution to support our mission: support agricultural producers in being more productive. Therefore, Synagri believes that its employees are proud ambassadors of the company and are most suited to support our recruitment activities and retention of new talents. This is the driving force behind our REFERRAL PROGRAM.

1. OBJECTIVE

Recruit new talent likely to fill positions within the organization.

2. APPLICATION

The program applies to all employees, regardless of the hierarchy level.

3. DEFINITIONS

- **Referral bonus:** is a fixed amount, less applicable legal withholding (taxes), that is intended to reward ambassadorial behavior.
- **Referrer:** is the employee who recommends a candidate to Synagri. The referrer must have a direct relation with the referred employee.
- **Referred employee:** is the employee who has been referred by the referrer.

4. REFERRAL BONUS

Payment of the bonus will be made after the minimum period of employment of the referred employee. The referral must be active therefore, employed by Synagri, at the time of payment of the bonus.

Type of job class of the position to be filled	Minimum period of employment	Fixed amount granted to the referrer
Permanent – PTP	6 months	2 500 \$
Sales Representative Executives	12 months	7 500\$ <i>50% paid after 6 months</i> <i>50% after 12 months</i>
Contractual – seasonal - temporary	1 month	1 000 \$

5. QUALIFICATIONS OF A CANDIDATE

All referred and selected employees must meet the following criteria for the referrer to be eligible for payment of the bonus:

- Must not already be employed by Synagri;
- Must not have been referred by an employment agency;
- Must not have been working for Synagri during the twenty-four (24) months preceding his/her hiring or referral;
- Satisfy and meet the requirements of the position to be filled;
- Be employed for the minimum period according to the referral program and the type of employment class.

6. PROCEDURE

- The referred employee must write the name of his or her referrer on his or her employment form in the space intended for this purpose.
- At the end of the minimum employment period, the referred employee will be assessed and must meet the qualifications described above.
- Upon approval, payment of the bonus will be made at the time of pay. A delay is required for the assessment.

7. RULES OF CONDUCT

In order to meet the requirements regarding the confidentiality of personal information related to candidates, an



employee who submitted a referral will not receive any comments or information in regard to the reasons for which a candidate was not selected. The same applies to their progress throughout all the stages of the program.

8. ETHICS

In applying the program's provision, employees recommend candidates who will contribute to Synagri's success through their skills, values and commitment.

9. RECRUITMENT ACTIVITIES

All recruitment activities on behalf of Synagri, whether through newspapers, social media or all other activities or recruitment tools, is Synagri's sole responsibility and must be performed by someone authorized by Synagri.

10. BEGINNING AND DURATION OF THE PROGRAM

The REFERRAL PROGRAM is effective on an annual basis and has been since 28th January 2019. The latest changes are effective 1st October 2022.

11. INFORMATION

Employees can communicate with the HRM for any question related to the program.

12. MODIFICATIONS TO THE PROGRAM

Synagri reserves the right, at any time, to modify, abolish or suspend the program or any of these provisions.