

Refer-a-Friend Referral Program

Program

Community regularly seeks exceptional professionals to join our team. We believe that our team members are among the best sources of new talent, and we encourage team members to refer qualified applicants for open positions. Some positions are more challenging than other positions for recruitment purposes; therefore the paid referral practice and amount may vary by position and current needs. When a position is preselected for a referral bonus, and there is a successful referral, Community's will reward the team member who made the successful referral following the procedures outlined below. The company reserves the right to adjust the referral program and fees paid at any time based on business needs.

Practice

All vacant positions for which the Company is conducting a search are posted on Community's website and Indeed.com. Each job posting includes a position description and a list of key qualifications. Team members are encouraged to review new job postings to determine whether they know of any suitable candidates. Team members who wish to refer a qualified applicant for a posted position are asked to ensure the candidate identifies them as a referral source on their application.

While all positions are posted Community's website and Indeed.com, paid referrals are identified by signage posted in the employee lunchroom. Referrals that are not clearly identified as paid referrals prior to hire will not honored as a referral.

Referral Bonus Payments

Bonuses paid for the referral of successful job candidates is based on the current needs and recruiting challenges, it is not everlasting referral program.

Team member referral bonuses are paid through payroll and are taxable; the referring team member will be paid on the pay date following the new team member's successfully completion of six (6) months of service.

A referring team member who resigns or is terminated from the Company prior to the bonus payment date is not eligible to receive a referral bonus.

Referral Bonus Positions

- The bonus amounts for vacant positions are paid based on the vacant position as identified below:
 - All Full time Registered Nurse positions will be paid \$500.00.
 - All Full time LVN/LPN Nurse positions will be paid \$500.00.
 - Full time Certified Nursing Assistants will be paid \$500.00.