

We believe amazing people are the cornerstone of our success. We also believe that great people know other great people, which is why we want to reward anyone who can introduce us to the next addition to our Live Oak Construction Supply family.

In exchange for a successful referral, we'll provide YOU with a **\$500** (gross) referral payment.

#### HOW IT WORKS

The external referral program offers two referral payments to unaffiliated persons to help Live Oak Construction Supply attract, hire and retain the best of the best in our Norcross, Marietta and Savannah, GA locations.

The best part? There is no cap. If you continue to successfully refer great people to our open positions, we'll keep rewarding you!

*By submitting a candidate for referral, you are agreeing to the following terms and conditions:*

#### THE EXTERNAL REFEREE (YOU):

- Must be an individual person (i.e., not a business entity) and a legal resident of the United States who is at least 18 years of age
- Can't be associated with a staffing/recruiting agency or consultant
- The referral must be made for a full-time and regular position
- Can't refer yourself
- Know the referred candidate in a professional or personal manner. By participating in the program, you represent and warrant that your referred candidate is aware of and agrees to the submission.

#### YOUR REFERRAL CANDIDATE:

- Must be an external candidate
- Cannot be a previous employee or contractor of Live Oak Construction Supply. An employee includes interns, part-time employees, temporary employees, etc.
- Must not be a candidate that is in Live Oak Construction Supply's database, or has applied to Live Oak Construction Supply or been in contact regarding employment opportunities at Live Oak Construction Supply within the last 12 months
- All referrals are valid for 6 months from the time of submission. If the candidate is hired more than 6 months after the date your referral was submitted, no bonus is payable.
- The referral will not be eligible if the candidate is bound by a non-compete agreement or a similar non-solicitation obligation, or will expose Live Oak Construction Supply to any type of litigation or conflict of interest. This will be determined at Live Oak Construction Supply's sole discretion.

**PAYMENT TERMS**

If you are eligible to participate in the external referral program, Live Oak Construction Supply will pay you a **\$250** referral payment if the referred employee:

- Leads to a successful regular full-time hire
- Acknowledges he or she was referred by you
- Completes their 3 month probationary period
- Is in good performance standing at the end of this probationary period
- Is still employed by Live Oak Construction Supply at the time the external referral fee is to be paid

You will receive an additional **\$250** referral payment if the referred employee completes 6 months of service in good performance standing.

Referral Payments are subject to all applicable laws. Live Oak Construction Supply will not make Referral Payments where such payment would violate any law, rule, standard or regulation.

In the event that more than one person refers the same candidate, payment will be made for the first referral received by Live Oak Construction Supply. We will notify you if your candidate has already been referred by somebody else. If your Referral contacts Live Oak Construction Supply regarding employment opportunities before you email your Referral submission, the Referral Bonus will not be paid.

**THE REFERRAL PROCESS**

Please submit your Referrals to [jobs@liveoaksupply.com](mailto:jobs@liveoaksupply.com). Emails must include your Referral's name and email address in order to be valid. Referrals submitted through any other means will not be eligible. You will receive an acknowledgment email of your submission.

If the Referral is hired at Live Oak Construction Supply and Live Oak Construction Supply determines that you are eligible for a Referral Payment, Live Oak Construction Supply will contact you for the required contact information and paperwork.

Live Oak Construction Supply will process the external referral payment approximately 30 days after the referred employee completes 3 months and 6 months of employment mentioned above, and you have submitted any required paperwork and contact information.

For external referrals, you must complete and return IRS Form W-9 and any other documentation that Live Oak Construction Supply may require in order to receive the referral payment. This form will be supplied to you by Live Oak Construction Supply once your referred candidate has started employment with Live Oak Construction Supply. In accordance with IRS guidelines, the referee (you) will receive a 1099 for the year payment was received.

Live Oak Construction Supply may modify or terminate the external referral program at its sole discretion and without notice. Further, whether a referral candidate qualifies you for any bonus described herein is within the sole discretion of Live Oak Construction Supply and the determination of whether a referral fee payment is due is within the sole discretion of Live Oak Construction Supply. By submitting a referral, you agree that you are solely responsible for any taxes imposed upon the referral fee paid to you by Live Oak Construction Supply and that you shall comply with all applicable law or regulation. This referral program does not constitute a contract.