

Akibia Candidate Referral Program

Akibia is looking for great people, and you can help. Our Candidate Referral Program creates an opportunity for Akibia employees and friends to play an active role in helping grow the company by referring prospective employment candidates for open positions. If you refer an external applicant who is hired to an open position at Akibia, you can earn a cash award of \$1,500.

Akibia's Referral Program is open to anyone, including Akibia employees and non-employees alike, but excluding Akibia Human Resources personnel, Akibia directors, and Akibia managers with hiring authority over the referred candidates, as well as all employment, staffing, placement and recruitment companies, their respective owners, members, directors, officers, employees, contractors and representatives (and their immediate families or household members) and their respective parent companies, affiliates and subsidiaries.

To take advantage of the Referral Program, the candidate must submit his/her resume through Akibia's online application system available at <http://www.akibia.com/careers> and must reference your name and contact information as the person who referred them. If the candidate is hired, Akibia will provide you with a one-time \$1,500 (gross) cash award. The award will be paid within forty-five (45) days following the referred employee's completion of ninety (90) continuous days of successful service with Akibia. For Akibia employees the award will be paid through the regular payroll process and will be taxable income.

The Referral Program does not apply to, and no award shall be paid for, any candidates who already work at Akibia, who worked here within the last twelve (12) months, or who already applied to Akibia within the last twelve (12) months are excluded from. This includes full time, part time or temporary employees, as well as contractors and consultants.

Furthermore, the Referral Program does not apply to, and no award shall be paid for, referrals for any temporary, contract or internship positions.

In all cases, candidate hiring is at the sole discretion of Akibia. Candidates will be evaluated for employment consistent with Akibia's standard policies and procedures. Only candidates whose qualifications most closely match the open job requirements will be considered for hire.

As an Equal Opportunity Employer, Akibia seeks to build a diverse workforce. In accordance with our Diversity Program, employment decisions are based on competence, merit, qualifications and abilities. We value differences in others and actively seek to build and foster a diverse work environment.

All information regarding the hiring decision will remain strictly confidential.

Only one person is eligible to receive an award for a referral. As such, in the event a candidate is submitted by multiple persons, only the first referenced referral will be considered.

Akibia reserves the right to amend or discontinued the Referral Program or any part thereof at its discretion. Should the Referral Program be discontinued, any in-process referrals will be handled on an individual basis.

Any disputes or interpretations of the Referral Program will be handled through Human Resources.

If you have any further questions about the Referral Program, please call or email Akibia's Human Resources Department.