

STANDARD PROCEDURE

APPROVED BY: /s/ Andrew S. Bond

Andrew S. Bond
Vice President Human Resources

Prepared By: Michael Ross

EMPLOYEE REFERRAL PROGRAM

PURPOSE

The purpose of this standard procedure is to establish Company guidelines for an Employee Referral Program.

GENERAL

The Company places great importance on referrals and the intent of this procedure and the guidelines established herein is to encourage referrals from current employees. Good employees know other good employees. We want to create a process that will encourage all of us to act as talent ambassadors for the Company.

This program is designed to help source top talent, build diversity, find candidates for hard-to-fill positions, decrease cost per hire, and decrease turnover. To encourage employees to refer new talent for positions at the Company, the referring employee will receive \$250 less applicable taxes and withholdings, after the referred new hire remains employed by the Company as set out in Section 2.0 below.

The Company reserves the right to modify, suspend, or cancel this program at any time but will do so only after advanced notice to meet and confer with the bargaining units.

Participating bargaining units can opt out of this program with a 5-day written notice to the Company.

REFERENCES

SP 02-05 Hiring Process

FORMS/EXHIBITS USED

FORM NO.

EXHIBIT NO.

Employee Referral Program Form

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DETAILED PROCEDURE

1.0 Employee Eligibility

1.1 The program is available to all active employees with the exception of the employees in the following positions and/or work assignments:

- Senior Staff
- Directors
- Human Resources, Employment Department
- Human Resources, Organizational Development Department
- Hiring Manager and any employees involved in decisions relating to the position
- Contractors and/or temporary staff

2.0 Candidate Eligibility

- 2.1 Candidate must be submitted through the referral process by an eligible employee.
- 2.2 Candidate must be hired within 6 months of the referral submission.
- 2.3 Salaried and IGA candidates must remain employed by the Company for at least sixty (60) working days.
- 2.4 LS6, LS7 and BMDA candidates must complete the probationary period per the applicable collective bargaining agreement
- 2.5 The following candidates are not eligible:
 - Individuals with an active resume/profile on the Company's applicant tracking system
 - Interns who are currently employed by the Company as an intern and will be offered regular full-time employment
 - Vendors, contractors, or consultants who are currently under contract performing work for the company
 - All former employees

3.0 Process

Before referring a candidate, the referring employee should consider his or her:

- Work experience
- Educational background
- Possible fit for position and company culture
- Relationship with candidate
- How long employee has known candidate
- Why they are being recommended

Employees must use the following referral process in order to be eligible for the referral award:

- Fill out the Referral Program Form located on the BIW Intranet Human Resources/Careers site or at www.gdbiw.com/careers and forward the form by email to Employment@gdbiw.com.

Employee referrals must be received by the Company prior to the Candidate's interview with the Company.

Employees must provide the following information to refer a Candidate for a position:

- Candidate's name, phone number, and email address

Employees will learn of their referral's status only if the referred Candidate is hired and remains employed as set out in Section 2.0 Candidate eligibility above.

If Candidate does not already have an online application in the ATS, the Candidate will be sent an email indicating they have been referred for a position and inviting them to apply to a position and/or any other position the candidate believes they may qualify for.

In addition to Employee referrals submitted through the process above, Candidates may also indicate the name of the current employee who has referred them to a position at the time of application, alleviating the need for the current employee to submit a referral form.

4.0 Referral Bonus Payout

Employees eligible to receive a Referral Bonus Payout shall receive a lump sum payment of \$250.00 less applicable taxes and withholdings within thirty (30) days after the referred employee has been employed by the Company as set out in Section 2.0 Candidate Eligibility above.

Only one (1) referral bonus shall be paid out for an eligible Candidate accepting a position at BIW. If a Candidate has been referred by more than one (1) employee, the referral bonus will be paid to the employee, indicated by the candidate on their application or the first in time form submitted by the current employee.

5.0 Interpretation of This Procedure

The Employment Department is responsible for the administration of this policy. All questions regarding this policy should be addressed to the Manager, Human Resources, Employment Department via email to Employment@gdbiw.com. Eligibility issues that arise during this process will be resolved by Manager, Human Resources, Employment Department.

The VP of Human Resources, or designee, shall have the final authority on any issue or exception relating to this standard procedure, and may suspend or modify this procedure at any time consistent with the conditions outlined in the General Provisions of this Standard Procedure.

EXHIBIT 1

GENERAL DYNAMICS
Bath Iron Works

Candidate Referral Form

Job Title: _____ (If Known)

Job Requisition #: _____ (If Known)

Date Submitted: _____

Candidate Information:

Name: _____

Email Address: _____ Phone Number: _____

Referring Employee Information:

Name: _____ Badge #: _____

Phone Number(s): Work and/or Personal: _____

Email: Work and/or Personal: _____

Preferred Additional Information:

What is your relationship with the referred Candidate? _____

How long have you known the referred Candidate? _____

Why are you recommending the referred Candidate? _____

I have read and understand General Dynamics Bath Iron Works SP 02-42, Employee Referral Program.

Referring Employee's Signature

Received by: _____

Time and Date Stamp: _____

Internal Use Only:

To: Payroll

From:

Charge to:

The above named employee is entitled to a referral bonus of \$250.00.

Date: _____

REVISION SUMMARY SHEET

- Initial Issue