

STANDARD PROCEDURE

APPROVED BY: /s/ Ray W. Steen

Raymond Steen
Vice President Human Resources

Prepared By: Ashley Swett

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 a \$250 award, after taxes with the gross amount adjusted accordingly, after the referred new hire remains employed by the Company as set out in Section 2.0 below.

REFERENCES

SP 02-05 Hiring Process

FORMS/EXHIBITS USED

FORM NO.

EXHIBIT NO.

Employee Referral Program Form

1

DETAILED PROCEDURE

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

- Senior Leadership Team (Vice President's and President)
- Directors
- Human Resources, Employment Department
- Human Resources, Training & Development Department
- Human Resources, Program Manager, DEIB
- Hiring Manager and any employees involved in decisions relating to the position
- Contractors and/or temporary staff

2.0 Candidate Eligibility

1. Submission and Hiring Criteria

- Candidate must be submitted through the referral process by an eligible employee.
- Candidate must be hired within 12 months of the referral submission.

2. Employment Duration Requirements

- Salaried, IGA and IAFF candidates must remain employed by the Company for at least sixty (60) working days.
- LS6, LS7 and BMDA candidates must complete the probationary period as specified in the applicable collective bargaining agreement.

3. Ineligible Candidates: The following candidates are not eligible for a referral:

- Existing candidates who have applied for a position at BIW within the past twelve months.
 - *Candidates with an application over 12 months old will be considered a “new” candidate for referral purposes therefore would become eligible for a new referral submission.*
- College and Skillbridge Interns who are currently employed by the Company as an intern.
- Vendors, contractors, or consultants who are currently under contract performing work for the company.
- Former employees who have been gone from the Company for less than 5 years.
- Current employees of another General Dynamics Corporation Business Unit.

3.0 Process

Before referring a candidate, the referring employee should consider the following:

- The candidate’s work experience
- Educational background
- Potential fit for the position and company culture
- How long employee has known candidate
- Reasons for recommending the candidate

To be eligible for the referral award, employees must follow this referral process:

- Complete the Referral Program Form, available on the BIW Intranet Human Resources/Careers site or at www.gdbiw.com/careers .
- Email the completed form to employment@gdbiw.com.

Referrals must be submitted **before** the candidate’s interview with the Company. The referral form should include:

- Candidate’s name
- Candidate’s phone number
- Candidate’s email address

In addition to the referral form, candidates should indicate the **full name** (and badge number, if known) of

FOR INTERNAL USE ONLY

the referring employee when submitting their application. Simply indicating a relationship, such as “my father” or “my cousin”, will not qualify as an eligible referral unless a Referral Program Form was submitted by the employee.

If an employee refers a candidate by submitting the Referral Program Form, they will be notified within two weeks after the employment team receives the form, informing them if their referral qualifies for the award. If the candidate is eligible, the referring employee will be notified only if the candidate is hired and meets the employment criteria outlined in Section 2.0 Candidate Eligibility. Employees can inquire about the status of a referred candidate at any time by emailing the Employment Team at employment@gdbiw.com.

All information regarding the hiring decision will remain strictly confidential.

4.0 Referral Bonus Payout

Employees eligible to receive a Referral Award Payout shall receive a lump sum payment of \$250.00 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 award shall be paid out for an eligible candidate accepting a position at BIW. If the same candidate is referred by multiple employees, the award will be paid to the employee listed first by the candidate on their application. If the candidate did not identify a name on their application, the Referral Program Form received first will be eligible for the award.

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, Talent Acquisition via email to employment@gdbiw.com.

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.

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 #: _____ (required)

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

Email: Work and/or Personal: _____ (required)

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

- Change to award amount from \$250, less taxes to net \$250 with appropriate gross up
- Change to eligible candidates
- Change to ineligible candidates
- Administrative changes to clarify the process