

EMPLOYEE REFERRAL PROGRAM

Aristostek Employee Referral Program is a recruiting tool designed to encourage **Aristostek** employees to refer qualified candidates to fill open positions at **Aristostek**.

Eligibility

Current employees of **Aristostek** are eligible to make referrals through this program. In case of multiple referrals, the first employee to submit the referral will be recognized as the referring employee. The candidate who is referred to the open job position should not be a current employee of the company.

Incentives Offered

If the new employee, who was hired through employee referral program, stays with the company for at least **365 days** or more, then the referring employee receives a special bonus in the amount of **\$500**. There is no limit to the number of referrals an employee can make or the number of referral bonuses an employee may receive.

Referral Procedure

Candidates can be referred to any open position by contacting the HR directly. If the candidate referred by the employee is offered and accepts the position, HR will contact the employee who made the referral directly. Upon meeting the requirements the candidate must apply with the HR Department for the referral fees by providing the candidate name.

Note: Current Job Postings and Openings can be obtained by contacting HR directly or by going to the website <https://www.aristostek.com/> under the “Careers” section. Please contact the HR directly regarding any questions.

Date of Posting: **05/29/2026**

Signature:  _____

Designation: HR