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To: Hays Heavy Duty Community
From: Mike Hays
Date: October 15, 2026
Subject: Hays Heavy Duty Community Referral Program

Know a great heavy-duty mechanic? Help us make the connection - and earn up to \$2,000.

Hays Heavy Duty is growing our Calgary team. We're looking for skilled people who take pride in their work, support their teammates, and help keep our customers moving.

Our Community Referral Program rewards individuals who introduce us to a qualified candidate we successfully hire into an eligible position. **You do not need to work at Hays Heavy Duty to participate.**

1. Eligible Positions

Referrals are currently accepted for:

- Licensed Heavy-Duty Mechanic
- Senior Heavy-Duty Mechanic - Diagnostics

Hays Heavy Duty will confirm whether a position qualifies when acknowledging the referral.

2. Referral Bonus

For each eligible referral who is hired, the referrer may receive a total of **\$2,000 CAD**, paid in two instalments:

Employment milestone	Referral payment
Three months of continuous employment	\$500
Twelve months of continuous employment	\$1,500
Total	\$2,000

Each payment will be issued within 30 days after the applicable milestone, provided the employee remains employed and in good standing and the referral requirements have been met.

If the employee leaves before reaching a milestone, the corresponding payment will not be payable. An earned first payment does not need to be returned if the employee subsequently leaves.

3. Who Can Refer?

The program is open to individuals aged 18 or older who reside in Canada, including community members and Hays Heavy Duty employees.

The following are not eligible:

- Hays Heavy Duty owners or anyone directly responsible for the candidate's hiring decision.
- Recruiting agencies, staffing firms, or individuals entitled to a recruitment fee for the same candidate.
- Anyone referring themselves.
- Anyone whose participation would create a conflict of interest or breach an obligation to their employer.

4. Eligible Candidates

To qualify, the candidate must:

- Be referred before applying or entering Hays Heavy Duty's recruitment process.
- Not already be in active recruitment discussions with Hays Heavy Duty.
- Not have worked for Hays Heavy Duty within the previous 12 months.
- Confirm who referred them.
- Be hired into an eligible position within 12 months of the referral.

If more than one person refers the same candidate, only the first eligible referral received and acknowledged by Hays Heavy Duty will qualify.

5. How to Submit a Referral

With the candidate's permission, submit the following information to Hays Heavy Duty:

- Your full name, phone number, and email address.
- The candidate's full name, phone number, and email address.
- Your relationship to the candidate.
- The position you are recommending them for.
- A brief explanation of why they would be a good fit.

Please submit one candidate per referral and obtain acknowledgment from Hays Heavy Duty before the candidate applies.

6. Additional Program Terms

- All candidates will follow our regular hiring process. A referral does not guarantee an interview or employment.
- Referrers cannot make hiring commitments or promises on behalf of Hays Heavy Duty.
- Payments are stated before any applicable taxes. Required payment and tax-reporting information must be provided before payment is issued.
- Candidate information must be shared with their permission. Sensitive payment information will be requested separately when needed.
- Hays Heavy Duty may update, suspend, or end the program. Referrals already acknowledged will remain subject to the terms in effect when accepted.
- Hays Heavy Duty will confirm eligibility and resolve questions using its referral records and these terms.

Community Referral Form**Your Information**

Full name: _____

Phone: _____

Email: _____

Date submitted: _____

Candidate Information

Full name: _____

Phone: _____

Email: _____

Position: _____

Your relationship to the candidate: _____

Why would this person be a good fit for Hays Heavy Duty?

☐ I have the candidate's permission to share their information with Hays Heavy Duty.☐ I have read and accept the Community Referral Program terms.

Signature: _____

Date: _____