



Policy & Standard Operating Procedure: EVO Driver Referral Bonus Program

Purpose

The purpose of this policy and SOP is to outline the EVO Driver Referral Bonus Program and help EVO staff across all departments and divisions understand the program to be able to respond to questions received from drivers and external parties appropriately. This policy and SOP also provide detailed step-by-step instructions on how drivers can properly submit referrals.

Scope

This policy and SOP are intended for all EVO staff currently employed across all departments and divisions. The SOP that outlines how EVO drivers can submit referrals is intended for drivers and should be disseminated to all drivers appropriately.

Prerequisites

N/A

Responsibilities

EVO Recruitment & Retention is solely responsible for the implementation and management of this program. Marketing & Communications will be responsible for disseminating information to employees and external parties. Accounting will be responsible for working in tandem with Recruitment & Retention to ensure that bonus payments are paid according to the program's bonus payment schedule.

Program Overview

The EVO Driver Referral Bonus Program is meant to increase the amount of referred driver applicants by providing a bonus incentive for each referred driver to any EVO employee (driver or staff) who refers an applicant.

Program Details:

- Any current and active EVO employee (driver or staff) may refer a driver applicant and participate in the program.
- Only FULL-TIME Class A CDL, Class B CDL, and Non-CDL CDS (Contract Delivery Service) driver referrals will be accepted.
- There is no limit on the number of referrals that can be submitted.
- Employees can earn up to \$1,000.00 for each submitted referral.
- All submitted driver referrals will be tracked in TenStreet by Recruitment & Retention.
- All referrals will have their FULL-TIME employment status confirmed in LoadTrek prior to the first bonus payment.



Bonus Payment Schedule:

- \$250.00 after the referral begins driving with EVO
- \$250.00 after the referral's first 90-day anniversary
- \$500.00 after the referral's first 6-month anniversary

SOP: Submitting A Driver Referral Via the Driver Pulse App

1. Download the TenStreet Driver Pulse app from App or Google Play Store on any iOS or Android enabled smartphone.
2. Go to your company profile and confirm that your profile information is up to date
3. After confirming your profile information click on "More"
4. Go to "Company History" and select "EVO Transportation (ND)"
5. Tap on "Refer a Friend"
6. Have your referral scan your QR code in their Driver Pulse app OR submit their information directly into the app
7. Recruitment & Retention will qualify the driver
 - a. If the referral IS QUALIFIED and hired the Recruiting Coordinator will enter the driver into the "Qualified" queue.
 - i. Every week a report of qualified referrals will be sent to the Payroll Manager for payout by the Recruiting Coordinator.
 - b. If the referral IS NOT QUALIFIED and rejected Recruitment & Retention will contact the referring EVO employee via phone or email notifying them that their referral did not meet EVO's hiring requirements.
8. After the referral's first 90-days of employment has lapsed the referral will be submitted back into the referral queue to continue the bonus payout according to the bonus payment schedule.

SOP: Submitting A Driver Referral Via Phone

1. Employee calls Recruitment & Retention at 1-844-8ONEEVO.
2. A Recruiter records the referral's contact information (first name, last name, email address, etc.)
3. The Recruiter enters the referral's information into TenStreet for qualification.
4. Recruitment & Retention will qualify the referral once the referral completes and submits their employment application
 - a. If the referral IS QUALIFIED and hired the Recruiting Coordinator will enter the driver into the "Qualified" queue.
 - i. Every week a report of qualified referrals will be sent to the Payroll Manager for payout by the Recruiting Coordinator.
 - b. If the referral IS NOT QUALIFIED and rejected Recruitment & Retention will contact the referring EVO employee via phone or email notifying them that the referral did not meet EVO's hiring requirements.



- c. After the referral's first 90-days of employment has lapsed the referral will be submitted back into the referral queue for to continue the bonus payout according to the bonus payment schedule.

SOP: Submitting A Driver Referral Via Email

1. Employee sends an email to driveevo@evotransinc.com that contains their referrals' contact information (first name, last name, email address, phone, etc.)
2. A Recruiter reviews the referral's submitted information and enters the referral into TenStreet for qualification.
3. Recruitment & Retention will qualify the referral once the referral completes and submits their employment application
 - a. If the referral IS QUALIFIED and hired the Recruiting Coordinator will enter the driver into the "Qualified" queue.
 - i. Every week a report of qualified referrals will be sent to the Payroll Manager for payout by the Recruiting Coordinator.
 - b. If the referral IS NOT QUALIFIED and rejected Recruitment & Retention will contact the referring EVO employee via phone or email notifying them that their referral did not meet EVO's hiring requirements.
4. After the referral's first 90-days of employment has lapsed the referral will be submitted back into the referral queue to continue the bonus payout according to the bonus payment schedule.

If you have any questions please contact EVO's Vice President of Recruitment & Retention, Carter Einhorn, by sending an email to carter.einhorn@evotransinc.com.