



CITY CRUISES CANADA POLICIES AND PROCEDURES

POLICY

POLICY: **C-9**
SUBJECT: **CREW REFERRAL PROGRAM**
EFFECTIVE: **JANUARY 11, 2023**
SUPERCEDES: **JANUARY 1, 2022**

POLICY

City Cruises Canada (CCC) Crew Referral Program (CRP) encourages crew members to refer a quality candidate for open positions within the company. This program rewards the referring crew member monetarily when the placement is successful.

1.0 ELIGIBILITY

- 1.1 All active and returning crew members are eligible to take part in the program except for the hiring manager, department directors and Human Resources.
- 1.2 To be considered for a position, referrals must possess skills and abilities outlined in the job posting.
- 1.3 No two crew members can refer the same candidate.
- 1.4 There is no limit as to the number of candidates one crew member can refer. Crew members are eligible for the Crew Referral Program if they have referred candidates to other locations within City Cruises Canada.

2.0 AWARD FOR SUCCESSFUL REFERRAL

- 2.1 Crew member will receive a monetary award of \$100 when the referred crew member completes their 90-day Introductory period.
- 2.2 Crew member will receive their final monetary award of \$100 when the referred crew member fulfils the end of their employment contract.
- 2.3 This program is a taxable benefit. Awards will be added to the crew member's bi-weekly pay.

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- 2.4** Referring crew member must be actively employed with City Cruises Canada at the time of payment.

3.0 PROCESS

- 3.1** Crew members interested in referring a qualified candidate will ensure that the candidate has applied through the City Cruises Career's page.
- 3.2** The referring crew member will complete a Crew Referral form found on the Canadian Crew Exchange. The form will be submitted to the Human Resources department.
- 3.3** The referring crew member will be notified at each step of the process.

Further interpretation of this policy is the responsibility of the Vice President, Employee & Guest Experience. The Company reserves the right to make, modify, revoke, suspend, terminate, or change any policy or procedure, in whole or in part, at any time.

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