



Associate Referral Program

TITLE:	All Associates
ISSUE DATE:	July 1, 2021
EFFECTIVE DATE:	July 1, 2021
SUPERSEDES:	All Previous Non-Bargained Policies or Practices
BUSINESS AREA:	Human Relations

I. PURPOSE AND SCOPE

Bimbo Bakeries USA ("BBUSA" or the "Company") believes that current associates are well-positioned to identify talented and qualified candidates who can become associates of the company. Full-time and part-time active associates below Directors are eligible for this program not covered under a collective bargained referral program.

II. POLICY

This program standardizes the approach to rewarding associates for referring hired, successful candidates into the company.

Associates will receive the following referral bonus after a candidate they have referred completes 90 days of consecutive employment with BBU for the following positions:

- **Union and Non-Union Hourly Referral: \$500**
- **Maintenance Hourly Referral: \$750**
- **Salaried Referral: \$1,000**

All bonuses paid under this policy are subject to applicable withholding and taxes.

III. GENERAL

- The BBU Associate Referral Program form must be completed online by the referring associate, within 90 days of candidates hire date.
- The candidate must list the associate as the source of the referral when applying for the role.
- To receive payment, the referring associate must be actively employed by BBU when the candidate reaches their 90th consecutive day of employment with BBU and the payment is made. *Please allow up to 1 month after 90th day for payment.*
- Hired candidate cannot be a former associate (rehires) and referred associate cannot work for the company through a temporary agency.
- BBU reserves the right to change or discontinue this policy at any time.

<p>BBU maintains an at-will employment relationship with its non-represented associates. This means that the Company or the associate may terminate the employment relationship with or without cause at any</p>
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time. This policy is not an employment contract. If a provision of this policy conflicts with an applicable collective bargaining agreement, the collective bargaining agreement will control. This policy will also be administered consistent with all applicable laws.