

Eligibility. Nexeo Ambassadors include current Nexeo associates and any person(s) wanting to refer friends and/or family. The Ambassador must complete their referral on the Nexeo website (nexeohr.com/refer-a-friend/). Those person(s) referred will be contacted by a branch and must inform their branch of whom referred them. Failure to do so will result in forfeiture. Those person(s) referred must work 80 hours for Ambassador to receive a \$50 gift card bonus. These 80 hours are continuous from assignment to assignment. Ex.) If Person(s) assignment ends before 80 hours are completed, but the person(s) starts a new assignment within the month, the person(s) can continue to gather the 80 hours.

1. **Who?** Current Nexeo associates cannot be referred by an Ambassador. Friends and/or family can all be referred by Ambassador. Ambassadors and those person(s) referred must be 18 years or older. Those who are not Nexeo associates can refer friends and family to Nexeo, but the referred must start an assignment with Nexeo for Ambassador to receive the \$50 gift card bonus.
 - a. Person(s) referred can not be referred more than once. To refer a person(s) more than once, the person(s) cannot be a Nexeo associate for a solid year. (Not employed by Nexeo for a solid year).
2. **Termination.** If a person(s) referred by the Ambassador is terminated voluntarily or involuntarily, the referral process is terminated.
3. **Duration.** The person(s) referred will have one month (30 days) from their start date to complete the 80-hour requirement. Failure to do so will cause the Ambassadors to forfeit their bonus.

Gift Card Bonus. The Ambassador will pick up their gift card bonus from their branch. This branch can be the one the Ambassador works with or nearest to them depending on Ambassador type. (Current Nexeo Associate or not).

1. **Processing Time.** It takes 4 weeks (30 days) to process the referral before the Ambassador can receive their gift card bonus. The process can be longer if there is a gap between assignments for the person(s) referred. Reference **Eligibility**.

- 2. Notification.** The branch will reach out through email, text, or a phone call to inform the Ambassador their gift card bonus is ready. The Ambassador will be informed of forfeiture and termination of the referral process in this way, as well.
- 3. Time Limit.** The Ambassador has one month (30 days) to claim their gift card bonus from the notification date. Failure to do so will result in forfeiture.
- 4. Type.** The Nexeo branch will have gift cards to choose from. Ambassador must choose from the selection provided or will result in forfeiture.

Nexeo HR reserves the right to change or alter the terms and conditions of the Refer A Friend program without notice