

Refer a Friend Program Terms & Conditions

Program Eligibility

Nexeo Ambassadors include:

- Current Nexeo HR associates, and
- Any individual interested in referring friends and/or family for employment opportunities with Nexeo HR.

To be eligible, all referrals must be submitted through our official portal at www.nexeohr.com/refer-a-friend. Referred individuals will be contacted by a Nexeo HR branch, and must clearly state the name of the person who referred them. Failure to identify their referrer will result in disqualification of the referral and forfeiture of any associated bonus.

Referral Qualification Requirements

To qualify for the \$50 referral bonus:

- The referred individual must **complete 80 working hours** within **90 days of their referral date** and within **30 days of their official start date**.
- These 80 hours may span multiple assignments, provided there is no break longer than 30 days between assignments. (Example: If an assignment ends before 80 hours are reached, but the individual begins another assignment within 30 days, hours may continue to accrue.)

Referral Guidelines

1. Who Can Be Referred?

- Referred individuals **must be at least 18 years old**.
- **Current Nexeo associates cannot be referred.**
- Individuals outside Nexeo may refer candidates, but will only receive the referral bonus if the referred candidate is successfully placed and meets the program requirements.

Note: A previously referred individual cannot be referred again unless they have not been employed by Nexeo HR for a **minimum of one year**.

2. Termination Clause

- If the referred associate is terminated, either voluntarily or involuntarily, prior to completing the 80-hour requirement, the referral will be deemed ineligible.

3. Completion Window

- Referred individuals must complete the 80-hour work requirement within **30 days from their start date**. Referrals not meeting this deadline will be voided.

Referral Bonus – \$50 Gift Card

1. Distribution

- Qualified Ambassadors will receive a \$50 gift card sent to the email address provided at the time of submission.

2. Processing Time

- Please allow up to **30 days** for processing following successful completion of the 80-hour requirement. Processing may take longer if there is a break in assignments.

3. Notification

- Nexeo HR will notify Ambassadors via **email, phone call, or text message** once the gift card has been sent.

4. Claim Period

- Ambassadors must **claim their gift card within 60 days** of the notification date. Unclaimed rewards beyond this period will be forfeited.

Nexeo HR reserves the right to modify, suspend, or terminate the Refer a Friend Program or its terms and conditions at any time, without prior notice.