

EMPLOYEE REFERRAL BONUS PROGRAM



The Employee Referral Program (ERP) is designed to encourage employees to refer high-quality candidates for employment with 8x8. Employees will receive an incentive award for each referral that results in a successful hire. This program gives employees an opportunity to become involved in the recruitment process by recognizing and rewarding their efforts while helping to make 8x8 a great place to work.

Incentive Awards amounts are subject to local applicable tax withholdings. Please see your Employee Handbook or contact your local HR representative to confirm your local Incentive Awards amounts.

Requirements to Participate in the Program

All regular 8x8 employees are eligible to participate in the Employee Referral Program.

The Talent Acquisition department will determine the category of positions which are eligible under the ERP Program.

At times, the Talent Acquisition department may create specific programs to encourage referrals for specific roles. These programs may include varying types of rewards, as well as larger incentive awards.

Requirements to Receive a Referral Bonus

All referrals must be submitted through the 8x8 Careers Page. See instructions in the next section.

The referring employee's name must be listed as the source on the original job application. If an applicant submits multiple applications for the same job, only the original application is eligible. The referral for a specific job will be honored up to 3 months.

Directors and above and all hiring managers referring candidates for positions within their own reporting structures, as well as all members of the HR department, including Talent Acquisition, are not eligible to receive an ERP Incentive Award. Local Country Managers/Managing Directors, Vice Presidents and above are not eligible to receive an ERP Incentive Award.

Once the referred employee is hired and has successfully completed sixty (60) to ninety (90) continuous days of employment, the referring employee will be paid the Employee Referral Bonus within 30 days of eligibility. Refer to your Employee Handbook for the specific duration requirements within your location.

In order for the Employee Referral Bonus to be paid, both the referred employee and referring employee must be actively employed by 8x8.

If you have questions concerning the Employee Referral Program, please contact the 8x8 Talent Acquisition Department by emailing 8x8referral@8x8.com.

Submitting a Referral

- Go into 8x8.com/careers.
- Scroll down and select “Open Positions”.
- Double click on the desired position, select the “Email a Friend” button on the right side and follow the instructions.
- Once the individual you are referring completes and submits the application, you will be listed as the Referrer.

If your name is not on the application as the Referring Employee, you will not be eligible for consideration for the Employee Referral Bonus or any associated Contests.

