

New Work Referral Incentive Form (NWRI)

To refer potential new work, please complete this form and return it to Human Relations at kanderson@acaproactive.com.

Referring Information

Your Name: _____ Date: _____
E-Mail Address: _____ Contact Number: _____
Mailing Address: _____

Referral Information

Contact Name: _____
Company: _____ Title: _____
E-Mail Address: _____ Contact Number: _____
Scope of New Work: _____

Company Disclosure Section must be completed by Non-ACA employees.

Company Disclosure

I have done my due diligence to verify that I can accept a monetary incentive for referring potential New Work to Anderson, Chavet & Anderson, Inc. I further acknowledge that I am not in violation of my company policies or guidelines regarding such award.

Your Signature: _____ Company Name: _____

Acknowledgement

I understand that payment will be made only if all requirements of the New Work Referral Incentive program are met . I acknowledge that I understand these requirements.

Your Signature: _____ Date: _____

For Human Relations Use Only

Received By: _____ Received Date: _____ Work Accepted? _____

Disposition: _____ Disposition Date: _____

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Frequently Asked Questions

1. What is the "New Work Referral Incentive" (NWRI)?
 - a. The New Work Referral Incentive (NWRI) is a program that rewards individuals for bringing revenue into ACA, which would not have been possible without the referral.
 - b. When individuals refer work opportunities to ACA that result in approved purchase orders for that work, they may receive the incentive.

2. Who is eligible?
 - a. All ACA employees are eligible to earn the referral incentive.
 - b. Non-ACA employees may be eligible depending on their employers' policies. Non-ACA employees will be required to verify their eligibility based on their company policies, which may limit incentive compensation.
 - c. Individuals are only eligible if ACA is awarded the new work.

3. Can more than one (1) person be eligible for the same new work?
 - a. Yes, you can list more than one (1) name on the form.
 - i. The first name is the primary contact.
 - ii. The compensation would be split evenly between all names listed on the referral form.
 - b. If more than one (1) form is determined eligible, the compensation will be split evenly.

4. How does ACA get notified of a potential work opportunity?
 - a. A NWRI Form must be completed and submitted to ACA Human Relations at kanderson@acaproactive.com, as soon as you are aware of the new work opportunity.
 - b. The NWRI Form will be reviewed by the ACA Leadership Team to determine eligibility of referral incentive.
 - c. The form can be found at www.eservices.paychex.com (Company Information/Company Documents/General).
 - d. Non-ACA employees can request the form from Human Relations.

5. How is the work found?
 - a. The work can be found using your network of contacts to create new work opportunities for ACA.
 - b. Your role is to find the client's work/support needs, without discussing or negotiating cost, terms, and conditions with clients.

6. Which work opportunities are **not** eligible for compensation?
 - a. Work that has already been awarded to ACA or any other entity.
 - b. ACA chooses not to bid on the work or does not win the bid on the work.

7. How much is the compensation?
 - a. The compensation is a percentage of the approved purchase order.
 - i. You will be paid 1% of the approved purchase order for any new work **in the nuclear industry**.
 - ii. You will be paid 2% of the approved purchase order for any new work **outside of the nuclear industry**.

Nuclear Example		Outside of Nuclear Example	
Amount of PO	Incentive Paid (1%)	Amount of PO	Incentive Paid (2%)
\$350,000	\$3,500	\$350,000	\$7,000
\$750,000	\$7,500	\$750,000	\$15,000
\$1,000,000	\$10,000	\$1,000,000	\$20,000

8. Is the compensation taxable income?

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- a. Please check with your tax advisor.
9. When do I get paid?
 - a. You will be paid in 3 payments.
 - i. The 1st payment will be paid within two (2) weeks after ACA has received payment on the first full invoice of the approved purchase order.
 - ii. The 2nd payment will be paid halfway through the project. The estimated date will be provided at the time of the first payment.
 - iii. The 3rd and final payment will be paid within two (2) weeks after ACA has received the final invoice payment of the approved purchase order.
10. Do I get paid the full incentive if the work stops for any reason?
 - a. No. Payment is based on ACA and/or the client's continued commitment for the approved purchase order.
 - b. A prorated amount will be paid, in a new timeframe, based on the adjusted purchase order.
11. Can I receive additional compensation if the scope or purchase order is increased?
 - a. No. You are only eligible for the incentive on the initial approved purchase order.
12. Can I receive additional compensation if a new scope is added to the purchase order?
 - a. Only if you are eligible and submit a new NWRI form for the new scope.
13. How does ACA track the new work lead?
 - a. The status will be tracked on the weekly leadership call until there is a disposition, at which point we will notify the referring person.
14. How does ACA track the compensation to the referring person?
 - a. Human Relations will work with accounting to notify the person of his/ her impending incentive, at all stages of payout.
15. As an ACA employee, what happens if I leave the company, while the company is engaged in the work I found or before beginning the work?
 - a. If you left ACA in good standing, that is, you are eligible for rehire, and the work becomes an approved purchase order, you remain eligible to receive the incentive. (It is your responsibility to keep ACA informed of your whereabouts.)
16. How long do I stay eligible for the NWRI if the work gets delayed for an unknown time period?
 - a. You remain eligible for the incentive for a period of two (2) years from the NWRI submittal date. (It is your responsibility to keep ACA informed of your whereabouts.) To receive the incentive, ACA must receive payment for the first full invoice of the approved purchase order within two (2) years of your NWRI form submission.

Termination/ Modification. ACA reserves the right to terminate or modify the New Work Referral Program at any time. In the event of such termination or modification, ACA will honor pending incentive requests associated with documentation that was submitted completely and properly prior to the termination or modification of these programs, so long as entitlement to the incentive vests within one year after the date of termination or modification of these programs.

Disputes. ACA will make all final decisions and resolve all disputes as to which individual, if anyone, is entitled to an incentive under the program. In the event of a dispute, ACA will convene a three-member panel drawn from its officers and/or directors who will review the contested issues and decide whether entitlement is appropriate under the terms of the programs.