

EVERYONE'S WANTED.

Mo Katibeh Organization Non-Management Employee Referral Program

These guidelines have been updated as of March 30, 2021.

Referral Bonus - \$600 (Payment \$300 – bonus after 30 days employment, \$300 – bonus after 6 months employment)
Program Dates – 3/30/2021 – 4/30/2021

Employee Eligibility

All active, full-time, non-management employees in the Mo Katibeh Organization are eligible to make employee referrals. To be eligible for bonus payment, the referring employee must be in the Katibeh organization and the resulting successful new hire must meet the title and location criteria listed under Applicant Eligibility.

The following restrictions apply:

- Senior Managers and Officers of the company (5th Level and above) are not eligible.
- An employee is not eligible if they are in the HR, Staffing/Recruiting, Hiring chain of command.
- To be bonus eligible the employee must be in the Mo Katibeh organization including the following leaders:

- Pat Hamrock (ph1524)
- Mike Hargrove (mh4111)
- Kevin Hetrick (jh3959)
- Jeff Luong (jl1946)
- Robert Walters (rw7733)
- Joe Perona (jp3400)

Applicant Eligibility

The following restrictions apply to Applicants submitted:

- Applicant must be hired into a role that meets the following Title/Job Key, Location designation:

Group	Template Title	Job Code	State(s)
ACE	Outside Plant Technician (Apprentice)	15000017	IN
	Cable Splicing Technician (Apprentice)	15000015	IN
	Customer Services Specialist (Construction)	15000119	IN, OH, WI
	Outside Plant Technician [CWA03]	14002024	LA, MS, TN, FL, SC, GA, NC
	Facility Technician [CWA03]	14009118	LA, MS, TN, FL, SC, GA, NC
	Outside Plant Technician	01024089	Northern CA*
	Splicing Technician	01024110	Northern CA*

*Northern CA Locations include:

Premises Technician - Antioch, Brisbane, Castro Valley, Concord, El Sobrante, Fairfield, Fremont, Mountain View, Oakland, Pleasanton, Redwood City, San Francisco, San Jose, San Leandro, San Rafael, Santa Clara, Santa Rosa, Vallejo
 Outside Plant Technician – Fairfield, Fresno, Hanford, Martinez, Modesto, Napa, Oakland, Rancho Cordova, Salinas, San Jose, San Mateo, San Rafael, Santa Clara, South San Francisco, Stockton, Watsonville, West Sacramento

- Applicant must be submitted as outlined below in “Procedures for Submitting an Employee Referral”.
- Applicant must be submitted by 4/30/21.
- Applicant must not be a current employee, former employee (rehire), non-active, temporary, term, occasional or contract personnel *currently* assigned to AT&T.
- Applicant must not be a contractor who has left AT&T within the past six (6) months.
- Applicant must not be a family member of the referring employee (i.e., spouse and children).
- Applicant must not be involved or have participated in special hiring programs (e.g., ABS Leaders Program, Summer Intern, Leadership Development Program, etc.).
- Applicant must not already be in the screening, testing, or assessment process, already be presented to a hiring manager, or be in any other step in the recruitment/hiring process.

Procedure for Submitting an Employee Referral

- Go to www.att.jobs/erp to start the process.
- Complete all fields. If you do not have a specific requisition number to enter, please choose Technician from the job category. To search for a specific requisition to refer to, please go to att.jobs.
- Once submitted, you will receive an email verifying the referral was a success. Your referral will receive an email inviting them to apply online.

OR

- Provide your ATTUID to your referral to insert when applying at att.jobs.
- The referring employee will receive an email when the referral successfully applies to a position.

Only Applicants submitted using this procedure will be considered for an employee to be eligible for this bonus.

Applicants submitted directly to a manager or to a recruiter will not be considered.

All referrals expire after 6 months if the applicant is not hired.

IMPORTANT: *Due to the number of applicants and employee referrals that we receive, we are unable to provide an ongoing status to you regarding your referral. Referrals are distributed to our recruiters/hiring managers based on numerous factors and the needs of the business.*

Payment Guidelines

The following guidelines apply to the Program:

- Employees are eligible to earn multiple awards. Award payments cannot be shared by AT&T employees.
- Award payments are pre-tax amounts and are subject to regular tax withholdings.
- The referring employee and the referral employee must be active employees at the time of payment in order to be eligible.
- Employees must not make commitments or promises of employment to persons they refer.
- This program operates within the Company's Equal Employment Opportunity policies.
- AT&T reserves the right to modify or eliminate this program at any time without notice. This program is not affiliated with any other referral programs.

We expect employees to be honest, trustworthy, and operate with integrity. Discrimination and all unlawful harassment (including sexual harassment) in employment is not tolerated. We encourage success based on our individual merits and abilities without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, disability, marital status, citizenship status, military status, protected veteran status or employment status. We support and obey laws that prohibit discrimination everywhere we do business. AT&T fully considers all qualified applicants including those with a criminal history.

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