



North America Associate Referral Policy

OVERVIEW

The purpose of the Employee Referral Program (the “Plan”) is to provide a referral payment to current Americold associates who refer top talent to the organization. Under the Plan, eligible associates will have the opportunity to receive a cash payout for referring a new hire when certain criteria is met.

1. PLAN ADMINISTRATION

Below are the terms and conditions related to the Plan administration:

1.1 Generally: This Plan shall be administered by Americold, which shall have the authority in its sole discretion to interpret or modify the terms and provisions of this Plan, establish rules for the administration of this Plan and make all determinations, calculations and payments under this Plan. Americold retains the right to terminate add or remove any terms in this Plan at any time in its sole discretion. If any of these terms conflict with any Federal, State or local law, the law or provision most beneficial to associate will prevail.

All applicants for employment will be evaluated for employment consistent with Americold’s policies and procedures. Information regarding any hiring decision will remain strictly confidential.

1.2 Effective Date: The Plan shall be effective on August 15, 2024 and replaces all prior referral programs.

Any referral that is currently in process under the existing referral program prior to August 15, 2024 will continue to be subject to that particular plan in which it was administered.

2. DEFINITIONS AND QUALIFICATIONS

For purposes of this Plan, unless the context requires otherwise, the following terms should have the meanings set forth below:

2.1 Eligible Referring Associate: Is an active employee of Americold at the time of the referral and remains an active employee of Americold throughout the required employment period thresholds. Those employees whose responsibilities at Americold involve procurement of personnel or are involved in the hiring process or placement of personnel, are not eligible to receive the referral payment. Additionally, employees that are in a Vice-President level position and above, or who are the hiring manager for the referral position, are ineligible to receive the referral payment.

2.2 Eligible Placement Position: Any open, full-time position within Americold is eligible for candidate referral (no contract, intern, temporary labor, seasonal labor or independent contractor positions are eligible). Further, positions filled by former Americold employees, including retirees, are not considered eligible placement positions for which a referring employee may receive a referral payment.

2.3 Referred New Hire: (a) is an external candidate, (b) has been referred by an Eligible Referring Associate, (c) is hired into an Eligible Placement Position and (d) who successfully completes the Time in Position Threshold requirements.



2.4 Ineligible Candidates: Americold retirees (or retirees from its subsidiaries) are excluded from the Plan. Current employees are also excluded (e.g. you cannot refer a current employee working at one location for a job opening at another Americold location or refer a current employee for a position within your department). Family members are not considered eligible candidates for Eligible Placement Positions within the referring employee’s department or reporting line.

3. REQUIREMENTS

The following requirements must be met in order for an Eligible Referring Associate to receive the referral payment under the Plan:

1. The Eligible Referring Associate must agree to have his/her name used as a referral source.
2. The Referred New Hire must include the Eligible Referring Associate’s name on his/her application for employment at the time the employment application is completed and submitted for consideration. If the Referred New Hire forgets to include the Eligible Referring Associate’s name on the employment application, it will not be added later and the Eligible Referring Associate will not receive the referral bonus.
3. There may only be one Eligible Referring Associate per Referred New Hire.
4. The Referred New Hire must be hired into an Eligible Placement Position and:
 - a. Remain employed in that position for a minimum of 90 days in order for the Eligible Referring Associate to qualify for the first referral payment; and
 - b. Remain employed in that position from the 91st day through and including the 180th day for the Eligible Referring Associate to qualify for the second referral payment.
5. The Eligible Referring Associate must be actively employed with Americold as of the Referred New Hire’s 91st day of employment and the Referred New Hire’s 181st day of employment to receive the respective referral payments as set forth in the below chart.

4. PAYMENT SCHEDULE AND AMOUNTS

An Eligible Referring Associate shall receive a referral payment based on the following timeline provided the above requirements are met:

Time in Position Threshold	Determination Date	Amount of Incentive Payment
Referred New Hire is employed in same position for 90 calendar days	91st day after Referred New Hire’s Start Date	\$500
Referred New Hire is employed in same position for 180 calendar days	181st day after Referred New Hire’s Start Date	\$500

Each applicable payment will be paid on the first feasible pay date after the respective time threshold is met, following receipt of the appropriate approvals by Payroll for processing. All payments made under this Plan will be considered wages and will be processed accordingly and in compliance with local, state and federal withholding and deduction laws.



5. PROCESS FOR TRACKING AND PAYMENT

Responsibilities

Referred New Hire:

Must include the Eligible Referring Associate's name in the employment application at the time of submission.

Human Resources/Operations:

Will run necessary reports that show who has been referred and:

1. Set a "reminder" on his/her calendar for 91 days and 181 days from the Referred New Hire's employment start date;
2. Track the appropriate information (e.g. Eligible Referring Associate Employee ID and Name; the Referred New Hire Employee ID, Name and Start Date; and the Time in Position Threshold Dates that will be applicable); and
3. At the 91st day and 181st day mark, review the required specifications with the designated approvers to determine if the requirements have been satisfied to support a payment of the referral to the Eligible Referring Associate.

Approval Process

Approvers:

The following positions have been designated as approvers:

1. HR Manager
2. General Manager

If approved:

1. The HR Manager/HR Associate or Local HR representative will complete a One-Time Pay template and send it to the parties listed above for approval.
2. Upon obtaining all approvals, the HR Manager/HR Associate or Local HR representative will route the approvals, along with the completed One-Time Pay template to Payroll for processing at CorporatePayroll@americold.com.
3. Payroll will confirm receipt to the HR Manager/HR Associate or Local HR representative. Payroll will not process the request without the appropriate approvals.
4. Payroll will process on the next feasible pay date from the day the approved information was received in the Payroll mailbox. No Off-Cycle Check Requests ("OCCR") will be processed for this Plan. All requests for referral payment will be processed on a regular pay cycle.
5. HR Manager/HR Associate or Local HR Representative will notify the Eligible Referring Associate of the expected pay date for the referral incentive pay.
6. HR Manager/HR Associate or Local HR Representative will track information.
7. This process shall be used for both the 90 day and 180 day threshold approval process.

If not approved:

1. HR Manager/HR Associate or Local HR Representative will inform Eligible Referring Associate that no payout will be received for the respective timeframe because the requirements were not met.



2. HR Manager/HR Associate or Local HR representative will update their respective tracking information.
3. This process shall be used for both the 90 day and 180 day approval process.

Questions

Questions regarding this Plan and the administration thereof should be directed to your local manager or your Human Resources contact.