



Employee Referral Policy

As of April 22, 2016

Thank you for recommending a candidate! Employee referrals are one of our greatest sources of both candidates and hires, and we really appreciate your help in finding the best and brightest potential future ROBLOX employees. Research has shown, and our own experience supports, that new hires who come into a company through employee referrals are excellent contributors, stay at the company longer and are a more cost effective recruit. Thus, as part of our recruitment and selection process, we have implemented an employee referral program. The following rules apply.

ELIGIBILITY

Any ROBLOX employee is eligible to receive a referral bonus, with the exception of:

- The Recruiting Team
- The Leadership Team (C-Level)
- Anyone in the management chain for a placement on his or her own team(s).

GUIDELINES

- In order to be eligible for the bonus, you must know the candidate you are referring in a professional or personal capacity. You will not receive a referral bonus for simply referring names or forwarding resumes of people you do not know.
- Referral bonuses are paid for full-time regular employees of ROBLOX. They are not paid for the following:
 - Independent contractors, interns, temporary, or part-time employees, members of the CS/Mod teams that are not ROBLOX employees
 - However, if one of these candidates is later converted to a regular, full-time employee, the original referrer is then eligible for a referral bonus
- Referrals must be made in writing (email is fine), with the date of the referral being the date of the writing
- In the event that the same candidate is referred by more than one employee, the date of the earliest referral will govern.
- Referrals must be made prior to ROBLOX contacting the candidate. Put another way, if ROBLOX identifies a candidate and later somebody says "I know them", that isn't a bonus-earning referral.

BONUS AMOUNTS AND PAYMENTS

- Referral bonuses are as follows:
 - \$1,000 for onsite interview
 - \$5,000 for candidates who get hired
- Please note that this bonus is subject to regular payroll deductions required by law.
- We try to pay these bonuses during the first payroll following either the onsite interview or the first day of employment.

Thank you again for your help in bringing the best possible people to the team at ROBLOX.