

Referral Award Employees Recruit Employees

Dear Employees,

Do you know someone in your group of acquaintances, relatives or friends who is looking for a job or a new career challenge? If so, then recommend our open positions to others and secure yourself a bonus payment.

And this is how it works:

1. All open positions in the hotels of Foremost Hospitality and in the Head Office are published on the Recruiting Map which is updated every two weeks and which your Hotel Manager displays in the hotel for your information. Alternatively, you can always check our website at www.fmhos.de/de/karriere to find out which positions are currently being recruited.
2. You recommend our vacancies to your network.
3. If a candidate referred by you applies, he/she must refer to your recommendation in his/her application, stating your name and the date on which he/she became aware of the vacancy.
4. If a job is covered with the recruited candidate, you will receive a shopping voucher worth 50 EUR as an immediate thank you in the month after the new employee starts to work.
5. After the recommended employee has successfully passed the statutory waiting period of 6 months, you will receive an additional bonus, whose amount depends on the position of the new employee and is scaled as follows:

Recommended Position (Details see no. 6 under "Notes")	Bonus Payment (gross)
Hotel Management Hotel Manager, Assistant Hotel Manager	500 EUR + 500 EUR after one year on precondition that the recommended employee is still with the company after one year
Department Leader Front Office Manager, Guest Service Manager, Housekeeping Supervisor, F&B Manager, Breakfast Team Leader	500 EUR
Positions without leadership responsibility Guest Service Assistant, Breakfast Team Member, Resevation, Breakfast Cook, Chef, Public Cleaner, Facility Manager	250 EUR


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This regulation is valid from **1 January 2022** and replaces the regulation dated 12 March 2018.

If you have any further questions, please contact your Hotel Manager or the HR department at humanresources@fmhos.com or jobs@fmhos.com.

We look forward to your recommendations!

Berlin, 1 January 2022


Human Resources
Foremost Hospitality

Notes:

- 1) This bonus programme is aimed exclusively at employees of Foremost Hospitality GmbH & Co. KG and Foremost Hospitality Management GmbH. All employees of the aforementioned companies whose job profile includes the recruitment of staff are excluded from the bonus. Likewise, hotel managers and assistant hotel managers are not entitled to the payment of the bonus for employees who are advertised and recruited for their own hotel.
- 2) The offer of the bonus by the employer is voluntary and subject to the condition that even a recurring payment of the bonus does not establish a legal claim for the future. The employer reserves the right to adjust, change or terminate the bonus payment at any time.
- 3) The bonus will only be paid to employees who are still employed in the respective company at the time the bonus is due and who are in a non-terminated employment relationship.
- 4) Foremost Hospitality GmbH & Co. KG and Foremost Hospitality Management GmbH are not obliged to accept applicants recommended by employees. The recruitment of recommended applicants is exclusively based on the usual recruitment criteria.
- 5) Should the employer already be aware of the recommended applicant, for whatever reason, and/or should the applicant have previously applied to the Foremost Group for the same and/or another position and/or have already been an employee of the Foremost Group, there is no entitlement to the bonus.
- 6) The positions listed are only a representative selection, which stand as examples for the bonus level listed in each case, and are not to be regarded as conclusive. The selection may be extended or restricted at any time. Job titles may differ or new positions may be defined. The classification of the positions to the respective bonus level is determined by the management and the HR department and can be found on the bi-weekly recruiting map. There is no entitlement to a specific bonus amount.