

WYNDHAM • DESTINATIONS

Updated: 6/10/19

MORE LIKE YOU Associate Referral Program Guidelines

You're an extraordinary hospitality professional. A true go-getter and game changer. It's why we hired you. Because you represent the very best in our business – and we need More Like You to put the world on vacation. That's why we reimagined your Associate Referral Program (ARP).

We count on you to identify talented individuals who embrace our values and reflect our Hospitality with Heart service commitment. Tap into your network, refer More Like You – and learn how you'll be rewarded.

Please note: The ARP guidelines apply to U.S. - and Canadian-based associates within the following lines of business: Corporate Office, Wyndham Vacation Clubs (Club Wyndham, Worldmark by Wyndham, Margaritaville Vacation Club), RCI Exchanges and Wyndham Vacation Rentals.

Payout Amounts by Lines of Business

Wyndham Destinations Corporate, Wyndham Vacation Clubs Resort Operations, Contact/ Call Centers and RCI Exchanges	Tenure	Payout
Associate (A) band	60 days	\$600
Professional (P) band	60 days	\$2,000
Management (M) band and Senior Management (SM) bands	60 days	\$2,000

Wyndham Vacation Rentals	Tenure	Payout
WVR - Seasonal	End of Assignment	\$300
WVR – Full-Time Regular (all position levels & locations)	60 days	\$500
WVR – Part-Time Regular (all position levels & locations)	60 days	\$250

Wyndham Vacation Clubs Marketing Contact Center Operations (MCCO)	Tenure	Payout
Call Center Production Roles	90 days	\$200
	180 days	\$300
	365 days	\$500
	CLUB ELITE within 1 st or 2 nd Year	\$1,500
	24 consecutive months of employment in a marketing contact center production role	\$1,500

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Wyndham Vacation Clubs – Sales Rewards		
Number of Referrals	1st Sale Reward	2nd Sale Reward
1st Referral	\$100	\$50
2nd Referral	\$200	\$100
3rd Referral	\$300	\$150
4th Referral	\$400	\$200
5th Referral (or more in a calendar year)	\$500	\$250

Wyndham Vacation Clubs – Sales Rewards (for each Individual Referral)			
Tenure	In-House	Front Line	Bonus Reward
3 months	\$200,000	\$125,000	\$1,000
6 months	\$500,000	\$250,000	\$1,500
12 months	\$750,000	\$500,000	\$5,000
or			
12 months	\$1.25 million or more	\$1 million or more	\$10,000

Wyndham Vacation Clubs – Discovery Sales Rewards		
Number of Referrals	1st Sale Reward	2nd Sale Reward
1st Referral	\$50	\$25
2nd Referral	\$100	\$50
3rd Referral	\$150	\$75
4th Referral	\$200	\$100
5th Referral (or more in a calendar year)	\$250	\$125

Wyndham Vacation Clubs – Discovery Sales Rewards (for each Individual Referral)		
Tenure		Bonus Reward
3 months	\$90,000	\$500
6 months	\$150,000	\$750
12 months	\$300,000	\$2,500
or		
12 months	\$500,000 or more	\$5,000

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Wyndham Vacation Clubs – Marketing Rewards (for each Individual Referral)		
Tenure	Payout	Special Terms
45 days	\$100	
90 days	\$250	
180 days	\$500	
365 days	\$1000	
CLUB ELITE	\$1500	First year of eligibility – if referral does not qualify in their first year due to program tenure requirements, they will be considered during their second year.

Wyndham Vacation Clubs Additional Payout Detail

Sales:

Referral counts for this portion of the payout are based on present employees only. Once a recruit leaves employment, the referring employee's referral count is adjusted to the present number of employed recruits. M Band is eligible for Sales Rewards even if the manager's referral is placed on their team. SM Band (Director) is not eligible.

Sales (For each Individual Referral):

*Bonus payouts are based on selling representatives commissionable sales. M Band is eligible for Sales Rewards for each individual referral even if the manager's referral is placed on their team. SM Band (Director) is not eligible.

Marketing:

M Band is eligible for Marketing Rewards even if the manager's referral is placed on their team. SM Band (Director) is not eligible.

End of the Year – Multiple Referral Incentive Bonus Award

Level	# of Annual Referrals Hired	Bonus Award
#1	5	3 Nights Vacation – Wyndham Vacation Clubs Travel Certificate
#2	7	5 Nights – Wyndham Vacation Clubs Travel Certificate
#3	10	10 Nights (Two 5 Nights) – Wyndham Vacation Clubs Travel Certificate

(Annual referrals hired are based on the calendar year)

End of Year – Multiple Referral Raffle - Grand Prize (One Winner)

All Associates who achieve Level #1, #2 and #3 above will be eligible to receive one entry per each referral hired to win both:

1. 7-day cruise for the associate and a guest; and
2. Two round trip airline tickets to a cruise port of departure

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End of Year referral incentive bonus award and referral raffle grand prize are contingent on the associate and referrals being actively employed at the time of award payout.

Bonus payments will be processed through payroll and all applicable taxes will be withheld. Payment will be made in accordance with the associate's weekly paycheck option.

Eligibility Requirements

Associates Eligible for Referral Bonus:

- Active full- and part-time US-and Canadian based associates, up to and including SM band
- Seasonal hires based on Lines of Business guidelines

Ineligible: Contractors/consultants, interns, temporary associates, Vice Presidents (EM Band) or above, Human Resources (generalist function and staffing/recruiting), associates or managers with direct reporting or matrix relationships with the referral and decision makers in the interview/hiring process.

Applicants Eligible to be Referred:

- Full-time and part-time
- Seasonal-based on Lines of Business guidelines

Ineligible: Contractors/consultants, interns, temporary associates, rehires

Referral Payouts:

*Payouts are contingent on the new hire and associate being actively employed at the time of payout.

Bonus payments will be processed through payroll and all applicable taxes will be withheld. Payment will be made in accordance with the associate's weekly paycheck option.

All questions, including those regarding eligibility of a referral, should be referred to your local Recruiting or Human Resources Representative.

How to Refer a Candidate

There are two ways you can use the online referral system to refer someone. You can either refer them for a specific job, or invite them to join our Talent Network so they can keep in touch with us.

Online

1. Visit <http://wyndrefer.com>
2. If you would like to refer someone for a specific job, you can search for the jobs that are relevant
3. Click the "Refer" button. You may be asked to log in to the system
4. Enter your referral's name and email address
5. The person you referred will receive an email inviting them to join our talent network or apply for the specific job

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When the person you referred applies for a job with us, we will automatically track that you referred them. You may receive a referral bonus if your referral is hired.

A referral is valid for up to 12 months after it has been made.

SMS Text Message:

You can also refer someone by sending SMS text messages from your mobile phone.

1. Send WYNDREFER to 90206 (US) or 613-209-0063 (Canada)
(message and data rates may apply)
2. If you have not used the system before, you will be asked some questions to confirm your identity
3. Provide your referral's email address
4. The person you referred will receive an email inviting them to join our talent network. They can then search and apply for jobs that are relevant to them

When the person you referred applies for a job with us, we will automatically track that you referred them. You may receive a referral bonus if your referral is hired.

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Who Are We Looking To Hire?

We are looking for qualified candidates who meet the technical and leadership requirements of our roles and who fit into our culture, embody our values, and live our Hospitality with Heart service promise: our company-wide commitment to an authentic, helpful spirit of service. We look to hire associates who will grow with the organization as we drive our business forward.

We also look for people who will be proud to be themselves, which helps enrich our business, and ultimately provide great experiences for our customers, our partners, and each other.

Wyndham Destinations is an Equal Opportunity Employer.

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Associate Frequently Asked Questions

Q: How do I refer someone to work for our company?

A: How to Refer a Candidate – Online

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2. If you would like to refer someone for a specific job, you can search for the jobs that are relevant
3. Click the “Refer” button. You may be asked to log in to the system
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When the person you referred applies for a job with us, we will automatically track that you referred them. You may receive a referral bonus if your referral is hired.

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How to Refer a Candidate – SMS text message:

You can also refer someone by sending SMS text messages from your mobile phone.

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(message and data rates may apply)
2. If you have not used the system before, you will be asked some questions to confirm your identity
3. Provide your referral’s email address
4. The person you referred will receive an email inviting them to join our talent network. They can then search and apply for jobs that are relevant to them

When the person you referred applies for a job with us, we will automatically track that you referred them. You may receive a referral bonus if your referral is hired.

A referral is valid for up to 12 months after it has been made.

Bonus payments will be processed through payroll and all applicable taxes will be withheld.

Payment will be made in accordance with associates’ weekly paycheck option.

Q: What if I am unable to submit my referral online? Is there any other way to refer a friend?

A: Simply connect with your local Recruiting or Human Resources partner to submit your referral to participate in the program.

Regardless of the way you submit the referral, the candidate **must** fill out an application online.

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Q: Once I submit the information of the referral online what information will the referral receive?

A: He or she will receive an email with an invitation to apply to a position through a unique URL. The referred person clicks the URL and is invited to complete the application for that position.

It is important that your referral uses their unique URL so that you are properly credited and receive any referral bonus if he or she is hired.

Q: Will I receive an email notification that the referral has applied?

A: Yes. Once the referred person applies online an email is sent to the associate making the referral.

Q: Can I refer someone to another Line of Business?

A: Yes, associates may refer candidates across Lines of Business. The bonus amount will depend on the Line of Business referral program in which the referral is hired. Visit the Lines of Business specific guidelines as outlined above.

Q: Can I refer someone to another site or location?

A: Yes, associates may refer candidates across locations. The bonus amount will depend on the referral program in which the referral is hired, not based on your Line of Business. Visit the Lines of Business specific guidelines as outlined above.

Q: If my referral is not hired, will he/she be kept on file as a candidate for other positions?

A: Associates are only eligible for bonus if the referred candidate is hired within 365 days. However, the candidate will remain in our applicant tracking system so he or she may be considered for other positions.

Q: How soon will my referral hear about the status of their application?

A: Each position is unique; the appropriate recruiter will contact your referral during the recruitment process.

Q: Who decides if referrals are qualified?

A: Our standard recruitment process is followed, which typically involves Recruiters and Hiring Managers assessing all job applicants.

Q: Is there a limit to the number of referral bonuses I can receive?

A: There are no limits to the number of referral bonuses an associate can receive as long as they are submitted properly and are qualified per the guidelines.

Q: Are all positions eligible for a referral bonus?

A: All full-time and part-time positions are eligible per the above payout amounts by lines of business.

Q: Are all of the referral bonuses the same amount?

A: We have simplified the associate referral program to make it easier for you per the above payout amounts by lines of business.

Q: Will my referral payment be subject to taxes?

A: Yes, all applicable taxes will be withheld.

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Q: Are all associates eligible to participate in this program?

A: Eligible:

- Active full or part-time US-and Canadian based associates, up to and including SM band
- Seasonal hires based on Lines of Business guidelines

Ineligible:

- Contractors/consultants, interns, temps, rehires, EM band and above, HR (generalist function and staffing) and decision makers in the hiring process.

Q: If I recommend someone for rehire, will I be eligible for the program?

A: No. Only referrals that have not previously worked for Wyndham as an associate, temporary employee or contractor will be eligible.

Q: Can I refer a current associate?

A: No. Only referrals that have not previously worked for Wyndham or any of our Lines of Business as an associate, temporary employee or contractor will be eligible.

Q: Who do I call if I have questions?

A: If you have any questions regarding the associate referral program or about a specific position, please email wyndrefer@wyn.com or feel free to contact your local Recruiter or Human Resources partner.