

WeWork Employee Referral Program





2022 Commission Policy

Thank you very much for your contributions to the WeWork China business! Starting from March 21, 2022 WeWork China will institute the following commission plan as follows for employee referrals:

For full definitions, please refer to the terms and conditions provided in [WeWork Employee Referral Terms of Service on wework.cn/referral](https://wework.cn/referral)

1. **Qualified Referrer**

A Referrer shall be an employee of an existing WeWork entity in Greater China, subject to the additional terms:

- All employees in WeWork Sales department shall be not qualified to participate in the Employee Referral Program.
- All employees in WeWork Community department shall be not qualified for referrals into WeWork locations in cities where he/she is based.

2. **Qualified Referral**

- The Potential Member referred by the Referrer must sign a WeWork Membership Agreement for any dedicated WeWork membership space ("Dedicated Space" including dedicated desks, private offices, but excluding Hot Desks, China/Regional Pass, or other specified WeWork space) with any WeWork entity registered in Greater China in 90 days after the Referrer' s initial referral submission;
- The Potential Member referred by the Referrer cannot be an existing or former member of WeWork;
- Within 90 days prior to the Referrer' s submission for the referral process, the Referrer must neither contact WeWork for a membership, nor participate in WeWork events, or be referred to WeWork in other ways.
- The Potential Member shall not be an individual or entity controlled by the Referrer or sharing common interest with the Referrer, including but not limited to any entity where the Referrer has held a position, shares or other investments, and its affiliates ;

Annex I

Employee Referral Process

Submission

1. Create your unique invitation link and invitation code

- Please first download WeWork GC APP on your phone

2. Share your invitation link or invitation code

3. When the Potential Member submits his or her personal information and visit request, WeWork will arrange a sales representative to contact the Potential Member

4. WeWork sales representative follows up tour scheduling, contract signing and move-in process

5. Contract is signed between WeWork and the New Member

Before the Potential Member first contacts with WeWork, the Referrer can access the Employee Referral Program through any of the following three channels:

- WeWork GC APP
- WeWork official Wechat platform;
- Any other contact information shown on marketing materials of Employee Referral Program released by WeWork

The referral process will be initiated by the Referrer opening the referral program landing page, clicking to accept the Terms of Service, and generating the Referrer invitation link and invitation code (for employee referral verification).

The Referrer can share the invitation link or invitation code with the Potential Member, and the Potential Member may apply the invitation code through any of the following channels:

- Click the invitation link (invitation code is imbedded) to reach the web page for booking a tour and submit a visit request;
- Enter WeWork Wechat mini program and fill in the invitation code on the page for booking a tour and submit a visit request; or
- Open the official website of WeWork (the Greater China region) (website: wework.cn/wework.hk/wework.tw), fill in the invitation code on the page for booking a tour and submit a visit request.

Annex II

Commission Payment Process

Confirmation and Payment

1. Once WeWork determine the eligibility of the referral, you will receive a confirmation email

2. Upon receipt of service retainer from the New Member, the commission confirmation letter will be sent to you via email 10 working days after the New Member's move in

3. Confirm the commission confirmation letter from WeWork by email

4. WeWork will pay the commission, together with salary to your bank account on salary payment date (i.e., the 25th day of every month) of the next month after the commission is confirmed by your email.

WeWork reserves the rights to adjust and revise the total commission amount and payment method if there are any changes to the contract before the New Member pay the service retainer and move in

Commission Standard

*Only applies for referrals of dedicated desks and private offices

Mainland:

Number of Dedicated Desks	Commission Standard(CNY)		
	Commitment Term ≤ 3 months	3 months ≤ Commitment Term ≤ 6 months	Commitment Term > 6 months
5-9	2,000	4,000	8,500
10-15	2,500	5,000	10,000
16-20	3,500	7,000	14,500
21-30	5,000	10,000	20,000
31-50	7,000	14,000	28,000
50+	8,500	16,800	35,000

Hong Kong:

Number of Dedicated Desks	Commission Standard(HKD)		
	Commitment Term ≤ 3 months	3 months ≤ Commitment Term ≤ 6 months	Commitment Term > 6 months
5-9	2,200	4,400	9,400
10-15	2,700	5,500	11,000
16-20	3,800	7,700	16,000
21-30	5,500	11,000	22,000
31-50	7,700	15,500	30,000
50+	9,350	18,000	38,500

Taiwan:

Number of Dedicated Desks	Commission Standard(TWD)		
	Commitment Term ≤ 3 months	3 months ≤ Commitment Term ≤ 6 months	Commitment Term > 6 months
5-9	8,500	17,000	36,000
10-15	11,000	21,000	43,000
16-20	15,000	30,000	62,000
21-30	21,000	43,000	86,000
31-50	30,000	60,000	120,000
50+	36,000	72,000	150,000

Ask Questions

If you have any questions, please contact us via chinareferralpayments@wework.cn

WeWork reserves the right of final interpretation