



BUCHANAN®
& EDWARDS



EXTERNAL REFERRAL PROGRAM - THE FINE PRINT

Submitter Requirements:

- Must be an individual person with a legal name and SSN
- Must be a permanent resident of the United States and at least 18 years of age
- Cannot be associated with a consulting, staffing, or recruiting agency
- If more than one person refers the *same candidate*, and that candidate is hired by the Company, the referral bonus will be paid to the *first submitter* that successfully submitted the candidate's resume by email

Candidate Requirements:

- Candidates can be past employees that left on good standing, however employees returning within a 12-month period are not eligible.
- Candidates do not qualify if they are actively being recruited by BE/RenXTech or have had a dialogue about career opportunities within the last 90 calendar days.
- If your candidate is hired, they must remain employed with BE/RenXTech for a minimum of 45 days and be in good performance standing.
- Only direct labor positions qualify

Participation Eligibility Details

If you are eligible to participate in the program, the Company shall pay you a one-time referral payment (gross amount) for a referral that results in a successful regular full-time hire. Additionally, the referred employee must meet the following requirements:

- Acknowledges he or she was referred by you
- Completes 45 days of continuous, active employment
- Is in good performance standing at the end of the 45-day period
- Is still employed at the time of the referral bonus is to be paid

For all external referrals, the referee must complete and return IRS Form W-9 (and any other documentation that BE/RenXTech may require) to receive the referral bonus. This form will be supplied to you by BE/RenXTech once your referred candidate has started employment. BE/RenXTech will process the referral bonus in approximately 30 days after the referred employee completes the 45 days of employment mentioned above, and you have submitted the required paperwork and contact information. Referral bonuses are paid pre-tax by company check from Buchanan & Edwards. You are solely responsible for paying appropriate state and federal taxes on any payments received. In accordance with IRS guidelines, the referee will receive a 1099 for the year the payment was received. BE/RenXTech will report referral payments to the appropriate tax authorities.

The terms and conditions of this referral bonus program are subject to change or terminate at any time in the Company's sole discretion. Please email hr@buchanan-edwards.com with any questions. By submitting a referral, you are agreeing to the terms and conditions outlined by this program.



BUCHANAN®
& EDWARDS



Buchanan & Edwards | RenXTech
8200 Greensboro Dr. | Suite 1100
McLean, VA 22102