



**Thales Defense & Security, Inc.**  
22605 Gateway Center Drive  
Clarksburg, MD 20871  
USA  
**T:** +1 (240) 864-7000  
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www.thalesdsi.com

## **Thales Defense & Security, Inc.**

### **External Referral Program Terms and Conditions**

**By submitting a candidate to the Thales Defense & Security, Inc. (TDSI) External Referral Program, you are agreeing to the following Terms and Conditions (the “Agreement”):**

#### **Objective**

TDSI’s External Referral Program (the “Program”) offers a one-time referral payment to assist TDSI with hiring and retaining top talent for **specific qualifying positions** for the Program (“Program-Qualifying Positions” as defined herein).

#### **Program Requirements**

- 1. Eligibility Requirements for External Referrer (the “Referrer”).** To participate in the Program and be eligible for a referral payment, you as the Referrer must satisfy each of the following requirements:
  - **a.** The Referrer must be an individual person (and not a business entity), who is at least 18 years of age and a legal resident of the United States.
  - **b.** **The Referrer cannot be currently employed by TDSI or an immediate family member of someone employed by TDSI.** If you are a current TDSI employee, please refer to the TDSI internal intranet for the “Internal Employee Referral Program”.
  - **c.** The Referrer cannot be a current contractor, temporary worker, payrollee, or consultant of TDSI.
  - **d.** The Referrer cannot be a former TDSI employee or retiree within the past twelve (12) months of submitting the Referral Candidate.
  - **e.** The Referrer cannot be associated with, employed by, or a consultant of a staffing or recruiting agency or third-party to whom TDSI is contractually obligated to pay a fee for the hiring of an individual referred by, or working for, such staffing or recruiting agency or third-party.



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**The Referrer is not eligible for the Program or referral payment if TDSI finds, in its sole discretion, the Referrer fails to satisfy any of the above requirements or that paying a referral payment would create an actual or apparent conflict of interest.**

- 2. Eligibility Requirements for Referral Candidate.** To participate in the Program, and for the Referrer to be eligible to receive a referral payment, the Referral Candidate cannot be any of the following:
- **a.** The Referrer (i.e., a self-referral).
  - **b.** A current TDSI employee or immediate family member of a current TDSI employee or any of its affiliates or subsidiaries.
  - **c.** Already referred by a current TDSI employee or a different Referrer within the previous 12 months.
  - **d.** A candidate who has applied for employment or contract work at TDSI within 365 calendar days of the Referrer's submission of the Referral Candidate.
  - **e.** An active candidate who has already posted to an open position and/ or is being considered for any role at TDSI.
  - **f.** A current contractor, payrollee, consultant, temporary employee, or intern of TDSI.
  - **g.** A previous contractor, payrollee, consultant, temporary employee, or intern of TDSI.

**The Referrer is not eligible for the Program or referral payment if TDSI finds, in its sole discretion, Referral Candidate is any of the above, or that paying a referral payment would create an actual or apparent conflict of interest.**

## Submission Process

- 1. All referrals must be submitted through [https://jobs-thalesdsi.icims.com/jobs/referral?in\\_iframe=1&hashed=124490162](https://jobs-thalesdsi.icims.com/jobs/referral?in_iframe=1&hashed=124490162) (no exceptions).** Referrals submitted any other way, that do not include all of the required information, or that are not properly identified will NOT be eligible for this Program. Any referral submitted in any other way will not be considered a referral under this program.
  
- 2. The Referrer may only submit one Referral Candidate per submission.**



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**3. Information Submitted by Referrer.** The Referrer must submit the following information at the time of submission of the Referral Candidate:

- a. The Referrer's full legal name, e-mail address, and telephone number.
- b. The Referral Candidate's full legal name, e-mail address, resume and telephone number.
- c. The job title for the Program-Qualifying Position.

**Referral Candidates must be submitted in strict conformance with the processes outlined in this Agreement. Failure to do so will result in the ineligibility of the Referrer and Referral Candidate.**

## Payment

1. TDSI shall pay the Referrer a one-time referral payment of **\$3,000.00** (gross) for referring the Referral Candidate so long as the following requirements are fully and completely satisfied:
  - a. The Referrer strictly complied with the processes and requirements outlined in this Agreement and as otherwise required by TDSI.
  - b. **The Referral Candidate is eligible for the Program.**
  - c. **The Referrer is eligible for the Program.**
  - d. The Referral Candidate expressly acknowledges during the Program's application process that the Referrer referred the Referral Candidate to TDSI.
  - e. The Referral Candidate is hired full-time in a Program-Qualifying Position within 12 months of the Referrer's submission of the Referral Candidate to the Program, and is in good standing at the time the referral payment is paid to Referrer.
  - f. The Referral Candidate completes 90 calendar days of continuous, full-time employment with TDSI in the Program-Qualifying Position for which the Referral Candidate was hired as part of the Program.
  - g. In TDSI's sole discretion, the Referral Candidate is considered to be in good standing at the end of the 90-calendar-day period set forth in Section D(1)(g).
  - h. TDSI receives Referrer's completed IRS Form W-9 and any other documentation TDSI or its payment vendor require in a timely manner.



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2. TDSI shall pay Referrer within 35 calendar days after the Referral Candidate completes 90 calendar days of continuous, full-time employment with TDSI in the Program-Qualifying Position for which the Referral Candidate was hired as part of the Program, upon TDSI's receipt of all required paperwork from Referrer, and upon TDSI's completion of its internal validation process.
3. Referrer Candidate must be a Full-time TDSI employee in good standing, in the Program-Qualifying Position for which the referral candidate was hired as part of the program at the time of payment.
4. Referrers who are employed by organizations that TDSI is contractually or legally prohibited from providing payments like a referral payment will not be eligible for the Program. **It is Referrer's responsibility to know such limitations and policies. By accepting a referral payment, Referrer is representing they are qualified for the Program.**

### Additional Terms and Conditions

1. Program-Qualifying Positions are listed at <https://jobs-thalesdsi.icims.com/jobs/referral?hashed=124490162>
2. The Referrer shall not make any representations or warranties on TDSI's behalf concerning the Program or subject matters addressed in this Agreement.
3. Participating in this Program does not create an employment or contractual relationship between TDSI and the Referrer for any purposes not expressly set forth in this Agreement.
4. The Referrer warrants and represents any Referral Candidate he/she/they submit to the Program is not subject to any non-compete agreements, non-solicitation agreements, or any similar agreements, which would prevent TDSI from hiring the Referral Candidate.



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To the extent any Referral Candidate is subject to such an agreement, Thales would be prevented from hiring them.

5. In the event one or more person refers the same Referral Candidate for a Program-Qualifying Position, the applicable referral payment will be made to the first referrer (internal or external) who referred the Referral Candidate in accordance with the procedures outlined above, as determined by TDSI in its sole discretion, consistent with the terms and conditions of this Agreement.
6. All Referral Candidates will undergo TDSI's standard hiring process. TDSI is under no obligation to interview or process the Referral Candidate except as would normally occur under TDSI's standard hiring process.
7. Referral Candidates who qualify for the Program may be considered for Program-Qualifying Positions for 12 months from the date of their submission to the Program. After 12 months, and if the Referral Candidate has not been chosen for a Program-Qualifying Position during this time period, the referral will expire and the Referral Candidate may be resubmitted by a Referrer to the Program for consideration for an available Program-Qualifying Position.
8. **Tax Liability:** All referral payments TDSI makes as part of the Program are paid pre-tax. The Referrer is solely responsible for paying all applicable local, state, and federal taxes on any payment received from TDSI as part of the Program.
9. The Program is effective July 16, 2022 through November 6, 2022. Changes and refinements to the Program will be initiated and made as needed in the sole discretion of TDSI. The terms and conditions of this Agreement are subject to change, suspension or termination at any time and in TDSI's sole discretion, without prior notice to the Referrer.
10. This Agreement is governed by Maryland law. Any disputes arising from or concerning this Agreement shall be heard in a court of competent jurisdiction in Montgomery County, Maryland.



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11. The Referrer expressly agrees that TDSI's total liability under this Agreement for any cause of action, whether at law or in equity, arising from or relating to this Agreement is limited to **\$3,000**. The Referrer further agrees TDSI shall not be liable for any incidental or consequential damages arising from or relating to the Program or the subject matter of this Agreement.
  
12. TDSI is an Equal Opportunity Employer. All qualified Referral Candidates will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, disability, or other status protected by federal law or applicable state or local law.