

## External Referral Program: Terms & Conditions

Please read carefully. By submitting a candidate for referral, you are agreeing to the following terms and conditions.

### **I. Objective**

The External Referral Bonus program (“the **Program**”) offers a one-time referral payment to persons unaffiliated with The Rouse Estate, to help the Rouse attract, hire, and retain the very best talent in our area. Referrals are valid for 6 months from the date of submittal.

### **II. Individuals eligible for an external referral payment**

You must be an individual person (i.e., not a business entity) and a legal resident of the United States who is at least 18 years of age to participate in the Program.

### **III. Individuals not eligible for an external referral payment**

The following people/entities are not eligible to participate in this program:

- Current Rouse Estate employees
- Staffing/recruiting agencies or consultants, or any employee or consultant of a third-party to whom the Rouse Estate is contractually obligated to pay a fee for the hiring of an individual referred by, or working for, such third-party
- Does not otherwise meet the hiring or retention requirements set forth

### **IV. Non-eligible candidates**

You are not eligible for an external referral payment if the candidate you refer is a:

- Self-referral
- Candidate who has already been referred by a current Rouse Estate employee
- Current applicant to the Rouse Estate (if they have applied to the Rouse within the last 12 months)
- Recent or current contractor, temporary worker, or a consultant
- Provider of services to the Rouse Estate (if they have provided services to the Rouse Estate in the last 12 months)
- Former Rouse Estate employee

### **V. Payment terms**

If you are eligible to participate in the Program, the Rouse Estate shall pay you a one-time external referral payment of **\$1,000** (gross) for a referral, if the referral results in a successful regular full-time hire and such referral employee:

- Acknowledges he or she was referred by you

- Completes 6 months of continuous, active employment with the Rouse Estate
- Is in good performance standing at the end of 6 months
- Is actively employed by the Rouse Estate at the time the external referral bonus is to be paid
- Was hired against an external referral program eligible position

If the referral is successfully hired by the Rouse Estate, you must complete and return to the Rouse Estate an IRS W-9 (and any other documentation the Rouse Estate may require) in order to receive the referral bonus. This form will be supplied to the referrer by the Rouse Estate once the referred candidate has started employment with the Rouse.

The Rouse Estate will process the external referral bonus within 30 days after the referred employee completes the 6 months of employment mentioned above and the paperwork has been completed. Payments will be made on a 1099 basis, and paid by company check from the Rouse Estate.

#### **VI. Process to refer candidates**

Referral information will be submitted through [www.rouse.org/careers/crp](http://www.rouse.org/careers/crp)

Or via paper referral applications which can be obtained by contacting the Rouse Estate Human Resources department 814-563-6428.

*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.*

**To be eligible for an external referral bonus, you must provide the following at the time of your initial submission:**

- Your name and contact information (phone and email address)
- The potential candidate's full name
- The potential candidate's contact information (phone and email address)
- Your relationship to the potential candidate
- The job to which you are referring the potential candidate
- The reason(s) the potential candidate is qualified for the position.
- The potential candidate's resume (and other documents, if applicable)

Note: One candidate per submittal. If the referred candidate appears to be a match, we will contact him or her. The referred person must acknowledge that you referred him or her, and then we will ask him or her to apply online through the Rouse Estate career portal.

#### **VII. Tax Liability**

External referral bonuses are paid pre-tax from the Rouse Estate. You are solely responsible for paying appropriate state and federal taxes on any payment received. The Rouse Estate will report referral payments to the appropriate tax authorities.

### **VIII. Additional information, rules and guidelines**

1. Positions qualified for the Rouse Estate external referral bonus program are listed on the external referral program page.
2. In the event that more than one external person refers the same candidate and such candidate is hired by the Rouse Estate, the external referral bonus will be awarded to the first referrer based on the time stamp of the submittal. You must be at least 18 years at the time you make a referral to participate.
3. You must reside in the United States and have a valid social security number to participate.
4. Referrals must be submitted through [www.rouse.org/careers/crp](http://www.rouse.org/careers/crp) or via paper referral application to qualify the referrer to the bonus payment. The terms and conditions of this external referral bonus program are subject to change or terminate at any time and in the Rouse Estate's sole discretion.
5. You agree that the Rouse Estate's total liability under this agreement for any cause of action relating to the subject matter of this agreement (regardless of the nature of such claim) is the lesser of your actual, direct damages or \$1000.
6. Please email [HR@rouse.org](mailto:HR@rouse.org) with any questions.

***By submitting a referral you are agreeing to the terms and conditions outlined by this program.***

The Rouse Estate is a proud equal opportunity employer. We are committed to employment regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, or Veteran status, and consistent with all applicable federal and state laws.