

External Referral Program Terms and Conditions

To receive a payment (herein “Referral Payment”) pursuant to Applied Insight’s (herein “Applied Insight”)¹ External Referral Program, you² must comply with the terms set forth below.

1. **Individuals eligible to participate** - To be eligible to participate in this program, you must be an individual person (not a business entity) who is at least 18 years of age, a legal resident of the United States, and otherwise meet the qualifications set forth herein.
2. **Individuals ineligible to participate** - The following people/ entities are ineligible to participate:
 - Current employees of Applied Insight and their immediate family members³
 - Employees of staffing or recruiting agencies or any other entity that Applied Insight would be required to pay for a referral absent this External Referral Program
 - Individuals who are prohibited from referring a candidate to Applied Insight pursuant to a non-compete or non-solicitation agreement or any similar agreement or whose referral of a candidate (based solely on Applied Insight’s determination) could expose Applied Insight to liability
 - Employees of the Federal government and employees of any state or local government
3. **Ineligible candidates** – An external referral payment cannot be earned for referring any of the following:
 - Individuals who have already applied to Applied Insight within the past twelve months
 - Individuals who have been a contractor, temporary worker, or consultant to Applied Insight within the past twelve months
 - Individuals who are currently working on a contract with Applied Insight employees
 - Individuals who have non-compete or non-solicitation agreements or any other agreement that, at Applied Insight’s sole discretion, could prevent Applied Insight from hiring them
 - Candidates who have already been referred to Applied Insight by an Applied Insight employee or an external referral; in the event that more than one person refers a candidate, the person who refers first and otherwise qualifies will receive the payment
4. **Payment terms** – You will receive a one-time payment of up to \$5,000 , if you are an eligible individual, and refer an eligible candidate to one of the positions of the identified campaign, and the following takes place:
 - You have submitted the referral via the online web portal or sent the referral to the referrals@applied-insight.com alias.
 - Applied Insight hires the individual you referred for one of the eligible positions and that individual remains continuously employed by Applied Insight for at least 90 days, and has not resigned
 - You complete and return an IRS Form W-9 and provide any other documentation necessary for Applied Insight to legally provide this payment to you
 - The candidate that you referred acknowledges that you referred him or her prior to the candidate’s acceptance of an offer

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With respect to any payment Applied Insight pays to you pursuant to this External Referral Program, you agree that you are solely responsible for paying appropriate state and federal taxes. You must complete and provide a W-9 or W-8BEN, whichever is applicable, before payment is made. Applied Insight will issue you an IRS Form 1099 related to this payment.

This agreement is governed by Virginia law without regard to choice of law rules, and you agree that any litigation that may arise related to Applied Insight's External Referral Program will be brought in Virginia.

You agree that Applied Insight's total liability related to the External Referral Program is your actual damages or \$5,000, whichever is less. This shall include attorneys fees.

Any external referral payment will be paid to you within thirty days after the completion of all requirements to make you eligible to receive the payment.

By participating in the External Referral Program, you agree to all terms and conditions of the program.

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- 1: For purposes of these terms and conditions, Applied Insight includes any Applied Insight managed or affiliated company.
 - 2: The term "you" refers to the individual who potentially could receive the Referral Payment.
 - 3: An immediate family member refers to a parent, child, spouse, sibling, or individual who resides with you.
 - 4: The specific amount that Applied Insight will pay will be listed on the eligible requisition.