

External Referral Program Terms and Conditions

Eligibility Factors:

- To be eligible for an external referral payment, the referral must come from an individual (not a business entity) and legal resident of the United States who is at least 18 years of age with a valid social security number.
- Positions eligible for the external referral program are linked to CSA's job portal from the CSA external referral program website page.
- Referral credit will be given to the first individual who submits the referral information through the formal referral process. If a referral is submitted that was already submitted by another individual, only the initial individual receives credit for the referral.
- Referrals are based on the date and timestamp of the submission received via the recruiting@csaassociates.com email.
- There is no limit to the number of referrals an individual can submit in any given year, which includes payout for hired referrals.
- All referral candidates will be evaluated for employment consistent with CSA's Talent Acquisition recruitment policies and procedures.
- A referral must be made BEFORE the person applies online in the CSA Lever ATS.

Non-eligibility Factors:

- Referrals are not eligible if the candidate referred is as follows:
 - Current CSA employees and their immediate family members or extended family as defined in the CSA Bereavement Policy.
 - Self-referral
 - Candidate already referred by a CSA employee
 - Identified by a recruitment agency or a consultant of a third-party to whom CSA is contractually obligated to pay a fee for the hiring of an individual referred by, or working for, such third-party.
 - Current applicant or applicant has applied within the last 12 months
 - Recent (within the last 12 months) or current subcontractor to CSA
 - Recent (within the last 12 months) consultant to CSA
 - Federal Government employees are excluded from receiving a bonus for referring someone to CSA to ensure compliance with Federal Statutes.
 - Any person that is bound by a non-compete, post-Government employment restriction or would expose CSA to any type of litigation or conflict of interest will not be considered for the external referral reward program.

Submission Guidelines

- Referral information must be submitted to CSA's Talent Acquisition via recruiting@csaassociates.com
- To be considered eligible, the following information must be submitted at time of initial submission
 - Referring individual's full name, phone number, and email address
 - Potential candidate's full name, phone number, and email address
 - Referring individual's relationship to the potential candidate
 - Job opening title
 - Potential candidate's resume
- A referral submission expires after six months and is no longer eligible for a referral bonus.
- If the referral is successfully hired by CSA, the referring individual shall complete and return to CSA an [IRS Form W-9](#). Note: an IRS Form W-9 is only necessary for CSA reimbursement of more than \$600 (currently equating to more than one referred and hired candidate)
- The eligible bonus will be paid out and processed within 30 days after the referred employee completes 90 days of employment. The referred employee must be considered in good standing and not under a performance improvement plan.
- The bonus amount which equates to \$500 per referral are gross amounts and are subject to all required withholding taxes. Referral bonuses are paid pre-tax via check from CSA. The referring individual is solely responsible for paying appropriate state and federal taxes on the bonus. CSA will report referral bonus payments to the appropriate tax authorities, if applicable.
- Any disputes or interpretations of the program will be governed through the laws of the Commonwealth of Pennsylvania.
- Referring individual agrees that CSA's total liability under this program 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 \$500.

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

CSA is an equal opportunity and affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, or Veteran status, and consistent with applicable federal and state laws.