

SilverEdge External Referral Program

TERMS AND CONDITIONS

I. OBJECTIVE

The External Referral Bonus Program (the "Program") offers a one-time referral payment to persons unaffiliated with SilverEdge Government Solutions, LLC. (the "Company"), to help the Company attract, hire, and retain top talent.

II. INDIVIDUALS ELIGIBLE FOR AN EXTERNAL REFERRAL PAYMENT

You must be an individual person (i.e., not a business entity or associated with a Staffing Agency) 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 individuals/entities are not eligible to participate in this Program:

Staffing/recruiting agencies or consultants, or any employee or consultant of a third-party to whom the Company is contractually obligated to pay a fee for the hiring of an individual referred by, or working for, such third-party.

IV. NON-ELIGIBLE CANDIDATES

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

- Current applicant to Company (if they have applied to the Company within the last 12 months)
- Current contractor, temporary worker, or consultant to Company
- Provider of services to Company (if they have provided services to the Company in the last 12 months)
- Former employee who had left the Company within the last 12 months

V. PAYMENT TERMS

If you are eligible to participate in the Program, the Company shall pay you a one-time external referral payment up to \$20,000 (gross) for a referral, if the referral results in a successful regular full-time hire, and such referred employee:

- Acknowledges he or she was referred by you
- Completes 90 days of continuous, active employment with the Company
- Is in good performance standing at the end of such 90 day period
- Is actively employed by Company at the time the external referral bonus is paid

If the Referral Candidate is successfully hired by the Company, you must complete and submit an IRS Form W-9 (and any other documentation that the Company may require) in order to receive the referral bonus. Bonus will be supplied to the Referrer by the Company once the referred candidate has completed the required 90 day period as forementioned, and the required paperwork has been submitted by Referrer. Payments will be made on a 1099 basis and paid by Company issued check.

VI. PROCESS TO REFER CANDIDATES

Referral information will be submitted through the External Referral Program submission form found on the Careers page on the Company's website.

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

- Your full name and email address
- The potential candidate's full name and email address
- The potential candidate's clearance level (if known)

VII. TAX LIABILITY

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

VIII. ADDITIONAL INFORMATION, RULES, AND GUIDELINES

1. Amounts for Positions qualified under the External Referral Bonus Program are adjudicated based on the following criteria:
 - I. Positions identified as priority fills (Sizzle): \$20,000
 - II. Positions requiring active Full-Scope Poly: \$10,000
 - III. All other cleared roles: \$5,000
2. The Referrer shall not make any representations or warranties on the Company'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 Company 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 Company from hiring the Referral Candidate.
5. In the event that more than one external person refers the same candidate, and such candidate is hired by Company, the external referral bonus will be awarded to the first Referrer (internal or

external) who referred the Referral Candidate, as determined by Company in its sole discretion, consistent with the terms and conditions of this Agreement.

6. All Referral Candidates will undergo Company's standard hiring process. Company is under no obligation to interview or process the Referral Candidate except as would normally occur under Company's standard hiring process.
7. Referrers must reside in the United States and have a valid social security number to participate.
8. Referrals must be submitted through the External Referral Program submission form found on the Careers page on the Company's website to qualify the Referrer for the bonus payment. Changes and refinements to the Program will be initiated and made as needed at the sole discretion of the Company. The terms and conditions of this Agreement are subject to change, suspension, or termination at any time and in the Company's sole discretion, without prior notice to the Referrer.
9. This agreement is governed by Maryland law and persons agree that all disputes regarding the Program shall be submitted to final and binding arbitration in Columbia, Maryland.
10. The Referrer expressly agrees that the Company'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 \$20,000. The Referrer further agrees the Company shall not be liable for any incidental or consequential damages arising from or relating to the Program or the subject matter of this Agreement.
11. SilverEdge 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 law.

FREQUENTLY ASKED QUESTIONS

Am I allowed to refer more than one person?

Yes! There is no limit to the number of people Referrers are allowed to refer for any Program-qualifying position, however Referrers will only receive a one-time payment per successful hire once Program requirements have been met for that hire.

Am I required to tell my Referral that I'm referring them?

Upon submitting you are attesting that they are aware you referred them. They will also be asked to confirm that they were referred by you for you to receive the referral payment.

How do I submit a referral?

All referrals must be submitted by visiting the Company's website Careers page and submitting the External Referral Program submission form on the page. Referrals submitted elsewhere will not be eligible to participate in the Program.

I want to submit multiple referrals, but the External Referral Submission Form only gives me room for one referral. How do I submit another referral?

If you'd like to submit multiple referrals, please refresh the page and complete a new External Referral Submission Form for each referral.

If I refer someone, does that mean they're guaranteed an interview?

No. All Referral Candidates will follow the Company's standard hiring process. The Company is not obligated to interview or process Referrals outside of what would normally occur within the standard hiring process.

When does my referral expire?

Referrals who qualify for the Program may be considered for participating eligible jobs for 12 months from the date of their submission to the Program. After 12 months, and if the Referral has not been hired on to any of the eligible jobs, the referral will expire and can be resubmitted to the Program.

How much is the referral payment?

It is a one-time payment based on respective position criteria.

Is the referral payment the same for each eligible job participating in the Program?

No. Successful hires determined as priority fills are worth \$20,000. Hires with an active Top Secret Clearance who also have an active Full-Scope polygraph are eligible for a one-time payment of \$10,000. All other successful cleared full-time hires are \$5,000

Will I be taxed on my referral payment?

All referral payments the Company 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 as part of the Program.

What information do I need to provide in order to receive a payment?

You will need to complete a W-9 form. The Company may also request, if applicable, additional documents and information in order to submit a payment.

When will I receive a referral payment?

If your Referral is hired on to any of our participating eligible jobs, you will receive a payment within 35 calendar days of your Referral completing 90 calendar days of employment with the Company, pending an internal validation process and the Company's receipt of all required payment-related paperwork from Referrer. Refer to Section V. Payment Terms above for more information.

If I refer someone to one of the eligible jobs but they get hired on to another position, do I still get a payment?

If your Referral gets hired on to any of our eligible jobs participating in the Program, you will receive a payment (assuming all other payment-related conditions are satisfied).

REFERRER UNDERSTANDS THAT BY SUBMITTING A REFERRAL YOU ARE AGREEING TO THE TERMS AND CONDITIONS OUTLINED BY THIS PROGRAM.

SilverEdge Government Solutions, LLC. is proud to be an equal opportunity employer. We are committed to equal employment opportunity regardless of race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, disability, or other status protected by law.