

# External Referral Bonus Program Terms & Conditions

**Last Revision Date:** April 16, 2019

**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 unaffiliated persons to help The Myers-Briggs Company attract, hire, and retain the very best talent in the United States.

## **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 Myers-Briggs employees and their immediate family members
- Staffing/recruiting agencies or consultants, or any of their employees or their employees’ family members
- Any employee or consultant of a third-party to whom The Myers-Briggs 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:

- Self-referral
- Family member of an applicant
- A recent or current contractor or provider of services to The Myers-Briggs Company (if they have provided services to the Myers-Briggs Company in the last 12 months)
- Former The Myers-Briggs Company employee
- Family member of a current Myers-Briggs Company employee
- Recent or current applicant to The Myers-Briggs Company (if they have applied to the company within the last 12 months)

## **V. Payment terms**

If you are eligible to participate in the Program, The Myers-Briggs Company shall pay you a one-time external referral payment in the amount of **\$3,000** (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 Myers-Briggs Company
- Is in good performance standing at the end of such 90-day period
- Is still employed by The Myers-Briggs Company at the time the external referral bonus is to be paid

You must complete and return IRS Form W-9 (and any other documentation that The Myers-Briggs Company may require) in order to receive the referral bonus. This form will be supplied to you by the Company once your referred candidate has started employment with The Myers-Briggs Company.

The Myers-Briggs Company will process the external referral bonus in approximately 30 days after the referred employee completes the 90 days of employment mentioned above, and you have submitted the required paperwork. Payments will be made on a 1099 basis and paid by company check from The Myers-Briggs Company.

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

To refer qualified candidates, send the information listed below to [hr.us@themyersbriggs.com](mailto:hr.us@themyersbriggs.com).

***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 number and email address)
- The potential candidate's full name
- The potential candidate's contact information (phone number and email address)
- The position to which you are recommending him/her
- The reason(s) this candidate is qualified for the position
- The potential candidate's resume (and other documents, if applicable)
- The subject line of the email submission must include "external referral"

Note: One candidate maximum per email.

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 Company's careers website.

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

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

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

1. Positions qualifying for The Myers-Briggs Company external referral bonus program are limited to all regular full-time positions listed on the careers page of [www.themyersbriggs.com](http://www.themyersbriggs.com) at the time of your referral.
2. In the event that more than one person refers the same candidate and such candidate is hired by the Company, the external referral bonus will be awarded to the first referrer as determined at The Myers-Briggs Company's sole and absolute discretion.
3. You must be at least eighteen (18) years old at the time you make a referral to participate.
4. You must reside in the United States and have a valid social security number to participate.
5. The Myers-Briggs Company will award a maximum of two (2) external referral bonuses per referrer per year.
6. This external referral program is effective as of March 13, 2014 and will extend until further notice from the Company.
7. The terms and conditions of this external referral bonus program are subject to change or termination at any time in the Company's sole discretion.
8. This agreement is governed by California law and you agree that any dispute between the parties will be handled by binding arbitration with an arbitrator appointed by JAMS and shall be held in Santa Clara County, California.
9. You agree that The Myers-Briggs Company's total liability under this agreement for any cause of action relating to the subject matter of this agreement (regardless of nature such claim) is the lesser of your actual, direct damages or \$100.
10. Please email [hr.us@themyersbriggs.com](mailto:hr.us@themyersbriggs.com) with any questions.

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

The Myers-Briggs Company is proud to be an equal opportunity employer and an 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.