



## **Third-Party Recruiting & Staffing Policy**

### **Eckardt Group policy for third-party recruiters and staffing agencies**

The information listed below is our company's position on working with outside recruiting organizations. It is the responsibility of all third-party recruiting firms and staffing agencies to know our policy when pursuing projects with Eckardt Group. Eckardt Group has existing agreements with third party recruiters and staffing agencies which we partner with when their strategic help is necessary.

### **Signed Vendor Agreement**

All third party recruiters and staffing agencies must have a signed vendor agreement from Eckardt Group's Human Resources department in order to receive payment for a candidate placement or introduction. Candidate introductions or resumes can only be submitted to the Human Resources team or through our Careers website if 1) a signed vendor agreement is already on file and 2) the agency has received a formal instruction from the Director of Human Resources or a Human Resources Manager to submit candidates for a particular job posting.

Eckardt Group will not pay a placement fee to a recruiter or agency that does not have a signed vendor agreement on file in our records. Any candidate whose resume or CV is submitted to any employee of Eckardt Group without having a Eckardt Group vendor agreement in place will be considered property of Eckardt Group. Eckardt Group will not be held liable to pay a placement fee.

Obtaining a signed vendor agreement from Eckardt Group's Director of Human Resources is the only way you will be paid for a placement. Verbal or written commitments with any recruiting or staffing agencies from any other member of the Eckardt Group staff who is not the Director of Human Resources will not be considered binding terms. Eckardt Group will not pay a fee to a third-party recruiter or agency that has not coordinated their recruiting activity with our Human Resources department.

### **Unsolicited Resumes**

All unsolicited resumes sent to Eckardt Group through our Careers website or via email to either the Human Resources department or to any Eckardt Group employee email address will be considered property of Eckardt Group. Any resume submitted by a third party recruiter or staffing agency to