



# Redhorse Corporation External Referral Policy

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## Purpose

At Redhorse Corporation (“Redhorse”) our external referral program encourages external partners (unaffiliated with Redhorse) to identify and recommend exceptional talent that align with our values. By fostering a collaborative and innovative work environment through these referrals, we aim to shape the future of our organization while rewarding those who contribute to our growth and success.

## Policy

Referral information must be given through the external referral page on the Redhorse website. Referrals sent via other methods, lacking required information or proper identification, will be ineligible for the Program.

To qualify for an external referral bonus, ensure the following information is provided during your initial submission:

- Your name and contact information
- Full name and contact information of the referral
- Job area of interest to which you are referring the individual
- Potential candidate's resume

Only one candidate per submission is allowed. If the referred candidate aligns with our requirements, we will contact them. The referred person must acknowledge your referral, which we will prompt them to apply online through the Redhorse careers website.

External referrals are valid for 6 months from the date of submission.

If multiple external individuals refer the same candidate, and the candidate is hired by Redhorse, the referral bonus will be awarded to the first referrer based on the submission timestamp.

## Eligibility

To take part, individuals must be legal residents of the United States, at least 18 years old, and not business entities.

## Ineligibility

Excluded from participation are current Redhorse employees and their immediate family, staffing/recruiting agencies, contractors/consultants, self-referrals, or any third-party entity contractually bound to receive fees for hiring individuals referred by or working for them. Splitting of referral fees with third parties is also not permitted. Redhorse reserves the right to exclude referring personnel from the Program if the company determines that circumstances of a referral do not meet the good faith standards of Redhorse and the Program.



# Award Payments

Upon eligibility in the Program, Redhorse will issue a one-time external referral payment of up to \$5,000 for a successful regular full-time hire resulting from your referral, provided the referred employee:

- Acknowledges you as the referrer
- Successfully completes 90 consecutive days of active employment in good performance standing with Redhorse

Once the referred candidate completes the mandatory 90-day tenure, you must submit an IRS Form W-9, along with any other documentation requested by Redhorse, to receive the referral bonus. Redhorse will supply this form to you following the completion of the 90-day tenure.

Redhorse will process the external referral bonus within 30 days after the referred employee fulfills 90 days of employment and all necessary paperwork has been submitted. Payments will be made on a 1099 basis.

## General

Questions can be directed to [talent-acquisition@redhorsecorp.com](mailto:talent-acquisition@redhorsecorp.com)

The terms and conditions of this external referral bonus program are subject to change or termination at Redhorse's discretion.

Redhorse is an equal opportunity employer, committed to creating a diverse and inclusive workplace. We make employment decisions based on merit and business needs, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status. We comply with all applicable laws governing nondiscrimination and encourage candidates from all backgrounds to apply.

