

# External Referral Guidelines - US & Canada

## EXTERNAL REFERRALS



This document is meant to provide terms and conditions for our external Refer to EPAM program. A referral reward payment will be made to non-EPAM employees for successful referrals, which means the referral meets the Eligibility Guidelines below and the candidate is hired by EPAM.

**By submitting a referral to EPAM, you are committing that you have the referred individual's consent to share their information with EPAM.**

### ELIGIBILITY GUIDELINES

The referrer is **ineligible** for a reward payment if:

- The referred individual has been communicating with EPAM for a career opportunity, or has been rejected by our Talent Acquisition team within ninety (90) days before the date of the referral. The validity of this condition will be checked against the records under our company's Applicant Tracking System (ATS).
- The referred individual has been submitted to EPAM by an approved staffing agency within the last six (6) months.
- The referred individual has worked for EPAM within the last six (6) months.
- The referred individual has been previously referred within the last twelve (12) months.
- The referred individual is hired into temporary or part-time role, or to an internship, co-op, or one of EPAM's entry-level programs in the Americas:
  - Emerging Engineer's Lab (US);
  - XPORT (Mexico).
- The referring individual does not have first-hand personal and /or professional knowledge of the individual being referred and is unable to provide their personal contact information and/or resume.
- The referred individual works for an EPAM client or partner where there is a current No-Hire Agreement.
- The referring individual is contractually prohibited from making the referral (ex: based on a non-solicitation agreement).
- The individual is recommending him/herself to EPAM.
- The referred individual is ineligible for hire based on current labor law.
- The referring individual is an EPAM employee.
- The referring individual is an immediate family member of an EPAM employee who is a:
  - Member of the Talent Acquisition, Staffing, or People Management organizational category;
  - Member of the Senior Management job function category;
  - Hiring decision maker or potential Manager of the referred individual.

### REFERRAL REWARD AMOUNTS

#### United States & Canada

| LEVEL      | BONUS      |
|------------|------------|
| All Levels | US \$2,000 |

### TERMS AND CONDITIONS

- You will be notified by our Refer to EPAM team if your referral is hired.
- Referral reward payments will be processed within thirty (30) days of your referral's start date.
- To be eligible for a reward, your referral must be hired within twelve (12) months from the date EPAM received your referral.
- Submitting a referral does not create any type of employment relationship between EPAM and you.
- Cross-country referrals are paid according to the scheme of the target location where the candidate is hired.
- Referrers who reside in the following locations are bonus eligible under this policy; referrers who reside in other countries will be evaluated on a case by case basis.
  - US, Canada, Mexico, Colombia, Brazil, Chile, Poland, Hungary, China, Singapore, Hong Kong, Russia (Izhevsk), Bulgaria.
- If a referring individual is or becomes a candidate for employment at EPAM, any referral made through the External Referrals Program that is hired only after the referring individual begins employment will convert to an internal referral, and be governed by EPAM's Employee Referral Program.
- All individuals who are eligible to receive a referral reward payment through EPAM's external referral program are required to provide the applicable documents and tax forms:

- US: Form W-9 Request for Taxpayer Identification Number and Certification
- All referral reward payment amounts advertised are subject to applicable local, state and federal taxes.
- There are various payment methods for your referral reward; additional information may be required if you prefer to be paid electronically

Non-EPAMers can submit referrals via our [External Referral Landing Page](#) found at [EPAM's Career Site](#).

*NOTE: EPAM Talent Acquisition Leadership has the right to determine eligibility and payments of all referrals in question.*