

External Referral Program Policy

Terms and Conditions

Please read carefully. The terms and conditions of Deltek's External Referral Program (the "Program") are subject to change or termination at any time and in Deltek's sole discretion. By submitting a candidate for referral, you (the "Referrer") are agreeing to the following terms and conditions.

I. Objective

The Program offers a **one-time referral payment** (per hired referral) to individuals **unaffiliated with Deltek** to help Deltek attract, hire, and retain the very best talent globally. Referrals are valid for six (6) months from the date of submittal.

II. Eligibility

You must be an individual person (i.e., not a business entity) who is at least 18 years of age to participate in the Program. The following individuals and organizations are not eligible to participate in this Program:

- ✓ Current Deltek employees and their immediate family members
- ✓ Staffing/recruiting agencies or consultants.
- ✓ Any employee or consultant of a third party to whom Deltek is contractually obligated to pay a fee for the hiring of an individual referred by, or working for, such third party.

III. Non-eligible candidates

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

- Self-referral
- Candidate who has already been referred by a current Deltek employee (if they were referred to Deltek within the last 12 months)
- Current applicant to Deltek (if they have applied to Deltek within the last 12 months)
- Former Deltek employee (have not been employed by Deltek within the last 24 months)
- Recent or current contractor, temporary worker, payrollee, or consultant
- Family member of a current Deltek employee
- Individuals hired through campus hiring programs or individuals hired into temporary, seasonal, or intern positions.

IV. Process to refer candidates

To be eligible for an external referral payment, you must:

1. Complete the [External Referral Program Form](#) to submit your referral. By completing the form, you will be asked to provide the following information:
 - The Referred Candidate’s First and Last name, Mobile Number, Email Address, Country.
 - The Referred Candidate’s resume (and other documents or links, if applicable).
 - The Job Posting Link or ID Number to which you are referring the potential candidate (ex: 1234BR). List of Job Openings can be found [HERE](#).
 - Your First and Last name, Mobile Number and Email Address.
 - Your relationship to the Referred Candidate.
 - Confirmation that you have obtained the necessary consent from your referral regarding the processing of their information by Deltek, specifically for the purpose of joining the Deltek Talent Community and being considered for potential job opportunities.
2. Your referred candidate must acknowledge that you referred them in their job application by selecting “External Referral Program” in response to the question “How did you hear about this position?” and noting your name on the Full Name of External Referrer.

Referrals that do not include all the required information or are not properly identified will NOT be eligible for this Program.

V. Payment Terms

If you are eligible to participate in the Program, Deltek shall pay you a one-time external referral payment if your referral results in a successful full-time hire and you comply with applicable compliance obligations. Payment Fees for a referral in each region are outlined below.

Region	Gross Amounts
North America & Canada	\$1,500.00 or equivalent local currency
APAC	₱10,000.00
EMEA	\$1,500.00 or equivalent local currency

Additionally, to receive a one-time external referral payment, a referred employee must:

- ✓ Acknowledge they were referred by you.
- ✓ Actively employed by Deltek at the time the external referral payment is to be paid; and
- ✓ Hired against a Program-eligible position.

If your referral is successfully hired by Deltek, you will be notified by our team along with the documents required to process the payment. The list of documents that you must submit will be supplied to you once the referred candidate has started employment. Deltek will process the external referral payment approximately within 30 business days provided the required paperwork has been submitted.

VI. Tax Liability

If applicable, depending on your region, External referral payments from Deltek are pre-tax. You are solely responsible for paying appropriate state and federal taxes on any payments received.

VII. Additional information, rules, and guidelines

- Positions qualified for the Program are listed on Deltek's Career's Page and must be Associate Level and above to qualify. (Internships and Contract roles won't be eligible).
- If more than one external person refers the same candidate, and such candidate is hired by Deltek, the referral payment will be awarded to the first referrer based on the time stamp of the submittal.
- You must follow the submission process outline in Section IV "Process to refer Candidates".
- For individuals located in the Americas, this Agreement shall be governed by the laws of the State of Delaware, U.S.A., without regard to any conflicts of laws provisions. For individuals located in the Asia-Pacific region, this Agreement shall be governed by the laws of Australia and particularly the laws of South Australia, without regard to any conflicts of laws provisions. For individuals located in EMEA, this Agreement shall be governed by the laws of England, without regard to any conflicts of laws provisions. You agree that any and all disputes arising out of or in any way relating to this Agreement shall be resolved according to the applicable governing law outlined above and exclusively settled by final and binding arbitrations in accordance with the American Arbitration Association ("AAA") Commercial Arbitration Rules or the International Chamber of Commerce ("ICC") Rules of Arbitration (as applicable).
- You shall not have and shall not represent that you have any authority to assume or create any obligation, expressed or implied, on behalf of Deltek. This agreement does not create a partnership, franchise, joint venture, agency, fiduciary or employment relationship between you and Deltek.
- You agree that Deltek's total liability under this agreement for any cause of action relating to the subject matter of this agreement (regardless of the nature of such claim) is the lesser of your actual, direct damages or \$1500.00 (or equivalent amount in local currency).

Please email externalreferrals@deltek.com with any questions. By submitting a referral, you acknowledge and agree to comply with the terms and conditions outlined in this agreement.

Deltek is proud to be an equal opportunity and 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.