

Overview

Almost anyone can earn **\$2,500** by referring candidates that are subsequently hired into eligible full-time positions at Digital Enterprise Solutions, Inc. (DESI). Refer eligible job candidates to the DESI External Referral Program (“eXRP” or “Program”) and you could receive a one-time referral payment of **\$2,500** (per eligible hired referral). The program is open to anyone unaffiliated with our company. To submit a referral, you must be an individual (i.e., not a business entity) and a legal resident of the United States who is at least 18 years of age at time of submitting the referral. After viewing jobs eligible for an external referral payment, review the program **Terms and Conditions** below to ensure both you as the referrer and your candidate(s) meet the Program rules.



To ensure that your referral is considered for the most appropriate position, you should have the candidate apply directly at <https://www.ilikedesi.com/careers> and indicate your full name as the external referral source within our online employment application. Submittal of the **External Employee Referral Form** (available on the DESI careers internet site at <https://www.ilikedesi.com/careers>) as discussed below is required.

Terms & Conditions

Please read carefully. By submitting a candidate for referral, you are agreeing to the following terms and conditions.

PURPOSE

The purpose of the DESI External Referral program is to attract candidates to designated DESI open full-time positions by making a one-time referral payment to persons unaffiliated with DESI.

ELIGIBILITY

The following eligibility requirements must be met:

1. You must be an individual person (i.e., not a business entity) and a legal resident of the United States with a valid social security number and at least 18 years of age to participate in the Program.
2. The following people/entities are **NOT eligible** to participate in this program:
 - a. Current DESI employees and their spouse. Current employees should use the Employee Referral Program.
 - b. Staffing/recruiting agencies or consultants, or any employee or consultant of a third-party to whom DESI is contractually obligated to pay a fee for the hiring of an individual referred by, or working for, such third-party.

3. You are **NOT eligible** for an eXRP payment if the candidate you refer is a:
 - a. Self-referral (i.e., yourself).
 - b. Current or former employee of DESI.
 - c. Candidate who has already been referred by a DESI employee.
 - d. Current applicant to DESI (i.e., candidate has already applied to DESI within the last six months and did not identify you as the external referral source in their employment application).
 - e. Recent (within last six months) or current DESI contractor, temporary worker, or consultant.
 - f. Spouse of a current DESI employee.



PAYMENT TERMS

If you are eligible to participate in the Program, DESI will pay you a one-time external referral payment in the gross amount of **\$2,500** (subject to applicable taxes) for a referral, if the referral results in a successful regular **full-time** hire, and such referred employee:

1. Acknowledges they were referred by you in their original employment application.
2. Completes 90 days of continuous, active full-time employment with DESI.
3. Is in good performance standing at the end of such 90 day period.
4. Is actively employed by DESI at the time the external referral payment is to be paid.
5. Was hired against an external referral program eligible position.

If the referral is successfully hired by DESI, you must complete and return to DESI an [IRS Form W-9](#) (and any other documentation that DESI may require) to receive the referral payment. This form will be supplied to the referrer (using the email address supplied in the External Employee Referral Form) by DESI once the referred candidate has started employment with DESI. DESI will process the external referral payment within 15 days after the referred employee has completed 90 days of continuous employment. Payments will be made on a 1099 basis and paid by company check from DESI and mailed to the address provided on the External Employee Referral Form.

REFERRAL PROCESS

A completed **External Employee Referral Form**, available on the DESI careers internet site at <https://www.ilikedesi.com/careers>, must be submitted prior to the employment offer date of the referral. Referrals submitted any other way, that do not include all required information, or that are not properly identified will NOT be eligible for this Program.

To be eligible for an external referral payment, you must provide the following information on the **External Employee Referral Form** at the time of your initial submission:

- Your name and contact information (address, phone number, email address).
- The candidate's full legal name and contact information (phone number and email address).
- Your relationship to the candidate.
- The job title and number (job number optional) to which you are referring the potential candidate.

Note: One candidate per submittal. If the referred candidate appears to be a match, we will contact them, if they have not already applied.



The referred candidate **must** cite the referrer as the external referral source on their initial employment application done through the DESI careers page on the company website. The candidate must select "External Referral" as the answer to "How did you hear about this opportunity?" and then enter the referrer's full name for the "If this was a referral (employee or external), please provide the full legal name of the person that referred you."

TAX LIABILITY

You are solely responsible for paying all required federal, state, and/or local taxes on any payment received. DESI will report referral payments to the appropriate tax authorities on Federal Form 1099-MISC as "Non-Employee Compensation".

ADDITIONAL INFORMATION, RULES, AND GUIDELINES

- Referrals are valid for six months from the date of first submittal.
- One candidate per **External Employee Referral Form** submittal.
- Multiple referral payments are permitted.
- If more than one external person refers the same candidate and such candidate is hired by DESI, the external referral payment will be awarded to the first referrer based on the date/time stamp of the **External Employee Referral Form** submittal.
- Positions qualified for the Program are identified in the job descriptions of the DESI careers page.
- The terms and conditions of this Program are subject to change or termination at any time and at DESI's sole discretion.
- This agreement is governed by Maryland law.
- By submitting a referral, you are agreeing to the terms and conditions outlined in this Program document.