



## External Referral Program: Terms & Conditions

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

### **I. Objective**

The External Referral Bonus program (the "**Program**") offers a one-time referral payment to persons unaffiliated with Leidos, to help Leidos attract, hire, and retain the very best talent in the United States. Referrals are valid for 6 months from the date of submittal.

### **II. Individuals eligible for an external referral payment**

You must be an individual person (i.e., not a business entity) and a legal resident of the United States who is at least 18 years of age to participate in the Program.

### **III. Individuals not eligible for an external referral payment**

The following people/entities are not eligible to participate in this program:

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

### **IV. Non-eligible candidates**

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

- Self-referral
- Candidate who has already been referred by a current Leidos employee
- Current applicant to Leidos (if they have applied to Leidos within the last 12 months)
- Recent or current contractor, temporary worker, payrollee, or consultant
- Provider of services to Leidos (if they have provided services to Leidos in the last 12 months)
- Former Leidos employee
- Family member of a current Leidos employee

### **V. Payment terms**

If you are eligible to participate in the Program, Leidos shall pay you a one-time external referral payment in the amount of **\$2,000** (gross) for a referral, if the referral results in a successful regular full-time hire, and such referred employee:

- Acknowledges he or she was referred by you

- Completes 60 days of continuous, active employment with Leidos (90 days if hired in Commercial Health)
- Is in good performance standing at the end of such 60 day period
- Is actively employed by Leidos at the time the external referral bonus is to be paid
- Was hired against an external referral program eligible position

If the referral is successfully hired by Leidos, you must complete and return to Leidos an IRS Form W-9 (and any other documentation that Leidos may require) in order to receive the referral bonus. This form will be supplied to the referrer by Leidos once the referred candidate has started employment with Leidos.

Leidos will process the external referral bonus within 30 days after the referred employee completes the 60 days of employment mentioned above (90 days of employment if hired into Commercial Health), and the required paperwork has been submitted. Payments will be made on a 1099 basis, and paid by company check from Leidos.

## **VI. Process to refer candidates**

Referral information will be submitted through [www.leidos.com/careers/erp](http://www.leidos.com/careers/erp).

***Referrals submitted any other way, that do not include all of the required information, or that are not properly identified will NOT be eligible for this Program.***

**To be eligible for an external referral bonus, you must provide the following at the time of your initial submission:**

- Your name and contact information (phone number and email address)
- The potential candidate's full name
- The potential candidate's contact information (phone number and email address)
- Your relationship to the potential candidate
- The requisition number(s) to which you are referring the potential candidate
- The reason(s) the potential candidate is qualified for the position
- The potential candidate's resume (and other documents, if applicable)

**Note:** One candidate per submittal. If the referred candidate appears to be a match, we will contact him or her. The referred person must acknowledge that you referred him or her, and then we will ask him or her to apply online through the Leidos careers website.

## **VII. Tax Liability**

External referral bonuses are paid pre-tax from Leidos. You are solely responsible for paying appropriate state and federal taxes on any payment received. Leidos will report referral payments to the appropriate tax authorities.

### **VIII. Additional information, rules, and guidelines**

1. Positions qualified for the Leidos external referral bonus program are listed on the external referral program page.
2. In the event that more than one external person refers the same candidate and such candidate is hired by Leidos, the external referral bonus will be awarded to the first referrer based on the time stamp of the submittal. You must be at least eighteen (18) years old at the time you make a referral to participate.
3. You must reside in the United States and have a valid social security number to participate.
4. Referrals must be submitted through [www.leidos.com/erp](http://www.leidos.com/erp) to qualify the referrer for the bonus payment. The terms and conditions of this external referral bonus program are subject to change or terminate at any time and in Leidos' sole discretion.
5. This agreement is governed by Virginia law and you agree that all disputes regarding the Program shall be submitted to final and binding arbitration in Reston, Virginia.
6. You agree that Leidos' 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 \$2000.
7. Please email [externalreferrals@leidos.com](mailto:externalreferrals@leidos.com) with any questions.

***By submitting a referral you are agreeing to the terms and conditions outlined by this program.***

Leidos 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.