



This document provides the terms and conditions for our external Refer to EPAM program. A bonus will be given to non-EPAM employees for successful referrals, which means the candidate was hired by EPAM.

ELIGIBILITY GUIDELINES

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

- The referred individual has communicated with EPAM regarding a career opportunity 90 days before the date of referral. The validity of this condition will be checked against our records under EPAM's applicant tracking system.
- The referred individual was submitted to EPAM by an approved staffing agency in the last six months.
- The referred individual has worked for EPAM in the last six months.
- The referred individual was previously referred in the last six months.
- The referred individual is hired into an internship, co-op, entry-level program, or temporary role.
 - U.S. temporary employees have a "Temporary Employee" status in UPSA; Canada temporary employees have salaries noted in "weekly terms", receive 4% vacation, and/or positions are not "anticipated to be long term".
- 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 individual is recommending him/herself to EPAM.
- The referred individual is ineligible to work full-time in the United States for any company without limits.
- 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 Human Resources team; member of Senior Management; decision-maker or potential manager of the referred individual

TERMS AND CONDITIONS

- All individuals who earn a bonus through EPAM's external referral program are required to complete a *Form W-9 Request for Taxpayer Identification Number and Certification*.
- All bonus amounts advertised are subject to applicable local, state and federal taxes.
- There are various payment methods for your referral bonus; additional information may be required if you prefer to be paid electronically.
- You will be notified by our Refer to EPAM team if your referral is hired.
- Bonuses will be processed within 30 days of your referral's start date.
- To be eligible for a bonus, your referral must be hired within six months from the date EPAM received your referral.

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