



This document provides the terms and conditions for our external **Refer to EPAM program – Europe, 2021**. A reward will be given to non-EPAM employees for successful referrals, which means the candidate was hired or engaged by EPAM. This program currently only applies to recruitment in Czech Republic, Hungary, Poland, Bulgaria and Romania.

By submitting a referral to EPAM, you are committing that you have the referred individual's consent to share their personal data and CV with EPAM. All personal data of applicants shall be processed in accordance with our [Applicant Privacy Notice](#) based on the location of hire.

All personal data of referrers shall be processed in accordance with [our Privacy Policy](#).

#### Equal Employment Opportunity

EPAM Systems, Inc. is an equal opportunity employer. We recognize the value of diversity and inclusion in creating success for our customers, business partners, shareholders, employees and communities. We are committed to recruiting, hiring, developing and promoting employees without discrimination. As a global employer, this commitment includes complying with all laws in the countries in which we operate. Nevertheless, we believe equal employment practices should not be limited to what the law requires. Equal opportunity and inclusion are essential to motivate, empower and recognize the best in everyone.

At EPAM, employment actions are based on individual qualifications, without regard to race, colour, religion, creed, gender, pregnancy status, sexual orientation, gender identity, gender expression, marital or familial status, national origin, ancestry, genetics, age, disability status, veteran status, citizenship status when otherwise legally able to work, or any other characteristic protected by law.

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## ELIGIBILITY GUIDELINES

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

- The referrer is a recruitment consultant, agency or other business that seeks to place candidates with companies in exchange for money
- The referred individual has communicated directly or indirectly with EPAM regarding a career opportunity in the last 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 previously submitted to EPAM by an approved staffing agency in the last six (6) months.
- The referred individual has worked for EPAM during the "Previous Employment Period" as set out in the table below and is eligible for rehire.
- The referred individual is hired into an internship, entry-level program, temporary role or any non-eligible roles, as set out in the table below.
- 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 or non-solicitation agreement.
- The referred individual is recommending him/herself to EPAM.
- The referred individual does not have permission to work full-time in the location of hire.
- The referred individual is ineligible for hire based on current labour laws.
- The referring individual is an EPAM employee or independent consultant.
- The referring individual is an immediate family member of an EPAM employee who is a: *Member of the Talent Acquisition, Staffing, Human Resources team or Resource Manager/Unit Manager of the role being filled.*

## TERMS AND CONDITIONS

- This external referral program is applicable to roles as advertised under the **'Refer to EPAM Europe program –2021**. Each location will have slightly different rules as set out in the table below (“local conditions”).
- For each successful referral, where candidate is hired and meets additional local conditions, a sum will be paid to the referrer based on the location of hire.
- All referral reward amounts will be made in local national currency of the location of hire and are subject to applicable local taxes, where applicable. However, unless stipulated otherwise, it is the referrer’s responsibility to report this bonus to the relevant tax authority, if required. In other words, if any tax expense arises out of this bonus payment, the referrer/recipient is solely responsible to settle it without any further involvement from EPAM.
- For payments to be processed, all individuals who earn a reward through EPAM’s external referral program are required to provide the required information as set out in the table below within 30 days of being notified by EPAM of eligibility for a reward. If the information is not provided within 30 days, the reward will expire.
- EPAM may require additional information to process the payment and failure to provide such information may result in a delay or cancellation of the reward payment.
- All payments will be electronically processed. The recipient name of the payment must match the referrer name and name on the Bank Account.
- You will be notified by our ‘Refer to EPAM’ team if your referral is hired.
- To be eligible for a reward, your referral must be hired within the Validity Period, as set out in the table below, from the date EPAM received your referral.
- Submitting a referral does not create or imply any type of employment or other relationship between EPAM and the referrer. The referrer is not authorised to make any representations, offers or other comments on behalf of EPAM.

*NOTE: EPAM Talent Acquisition Leadership has the right to determine eligibility and payments of all referrals in question in its sole discretion. The program may be withdrawn by EPAM at any time, without prior notification.*

### LOCATION SPECIFIC CONDITIONS AND ADDITIONAL INFORMATION

Location of hire	Previous employment period	Validity Period	Reward amount and currency	Roles ineligible for reward	Information needed for reward to be processed	Additional conditions
Hungary	6 months	3 months	HUF250.000 gross for L3, L4  HUF150.000 gross for L2  HUF0 for L1, MEP, Non-prod, pre-prod	L1, MEP, Non-production, pre-production roles	Referral Program Payment form HU	Relevant taxes will be deducted by EPAM and the reward shall be paid to the referrer net of tax.
Poland	6 months	6 months	PLN 4,000 gross	Non-IT roles such as corporate support functions	Questionnaire Bank Statement	N/A
Bulgaria	6 months	6 months	L2 - Regular developers 1300 BGN, paid 100% on start  L3 - Senior Developers 1600 BGN, paid 100% on start  L4 - Lead Developers 1900 BGN, paid 100% on start	Non-IT roles such as corporate support functions, HRs, recruiters, Level 1 specialists	Referral Program Payment Form BG	Relevant local tax deductions

			L5 - Chief Developers 2400 BGN, paid 100% on start			
Czech Republic	6 months	3 months	20 000 CZK gross	L1-L2, Non-production, pre-production roles	The referral program payment form Bank form	Paid in gross
Romania	3 months	3 months	L2-L4 4,500 RON	Junior roles, Non-IT, Leadership roles excluded	AGREEMENT FOR THE PROVISION OF OCCASIONAL SERVICE	Paid in gross