

Non-Employee Referral Policy

Terms and Conditions

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

I. Objective

The Program offers a one-time referral payment 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
- Current applicant to Deltek (if they have applied to Deltek within the last 12 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 provide the following information 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 potential candidate’s resume (and other documents, if applicable)

The referred candidate must acknowledge that you referred them in their job application by selecting “External (non-employee) referral” and noting your name in response to the question “How did you hear about this position?”

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
APAC	₱10,000.00
EMEA	\$1,500 or equivalent local currency

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

- acknowledge they were referred by you;
- be actively employed by Deltek at the time the external referral payment is to be paid; and
- be hired against a Program-eligible position.

If your referral is successfully hired by Deltek, you must complete and return to Deltek the payment request form (and any other documentation that Deltek may require, such as a government-issued ID) to receive the referral payment. The payment request form will be supplied to you by Deltek once the referred candidate has started employment with Deltek. Deltek will process the non-employee referral payment approximately within 30 business days provided the required paperwork has been submitted.

VI. Tax Liability

Non-employee 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 are posted as “Featured Jobs.” They are identified as “External Referral Program Eligible” in the job title as well as the job description.
- In the event that 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 be eligible for the referral payment.

- This agreement is governed by the laws of the State of Delaware, U.S.A, without regard to any conflicts of laws or provisions. You agree that any and all disputes arising out of or in any way relating to this agreement shall be resolved according to Delaware law and exclusively settled by final and binding arbitrations in accordance with the American Arbitrations Association (“AAA”) Commercial Arbitration Rules.
- 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.