

Notice to Staffing Agencies, Search Firm Representatives, and Professional Recruiters

San Manuel Band of Mission Indians and its affiliates and subsidiaries (“SMBMI”) have an internal Human Resources Talent Acquisition division. SMBMI may supplement that internal capability from time to time with assistance from temporary staffing agencies, placement services, and professional recruiters (“Agency”). Agencies are hereby specifically directed NOT to contact SMBMI employees directly in an attempt to present candidates – SMBMI’s Talent Acquisition team must present ALL candidates to hiring managers.

To protect the interests of all parties, SMBMI will not accept unsolicited resumes from any source other than directly from a candidate. Any unsolicited resumes sent to SMBMI, including unsolicited resumes sent to a SMBMI mailing address, fax machine or email address, directly to SMBMI employees, or to SMBMI’s resume database will be considered SMBMI property. SMBMI will NOT pay a fee for any placement resulting from the receipt of an unsolicited resume. SMBMI will consider any candidate for whom an Agency has submitted an unsolicited resume to have been referred by the Agency free of any charges or fees.

Agency must obtain advance written approval from SMBMI Talent Acquisition to submit resume, and then only in conjunction with a valid fully-executed contract for service and in response to a specific job opening. SMBMI will not pay a fee to an Agency that does not have such agreement in place.

Agency agreements will only be valid if in writing, presented through the Human Resources Talent Acquisition division and signed by Chief Human Resource Officer or SMBMI Business Committee designee. No other SMBMI employee is authorized to bind SMBMI to any agreement regarding the placement of candidates by Agencies. SMBMI hereby specifically rejects, and denies any liability under, any agreement purporting to be accepted based on negative consent, negotiation with a candidate, performance, or any means other than the signature of a SMBMI officer.