

## **SBM Recruiter and Staffing Agency Policy**

### **Notice to Recruiters and Staffing Agencies**

It is the responsibility of all temporary agencies, professional recruiters and third-party search organizations (hereinafter collectively "Agency" or "Agencies") to read this policy prior to contacting SBM Management Services, LP, its subsidiaries, affiliates or related entities (hereinafter "SBM") with candidate resumes or requests for search retention. SBM does not routinely engage with Agencies. SBM has its own recruiting staff and utilizes them almost exclusively to conduct SBM's recruiting and candidate searches.

To protect the interests of all parties, SBM will not accept unsolicited resumes from any source other than directly from a candidate. Any unsolicited resumes sent to SBM, including unsolicited resumes sent to a SBM's mailing address, email address, directly to SBM employees, or to SBM's resume database will be considered SBM property. SBM will NOT pay a fee for any placement resulting from the receipt of an unsolicited resume. Any Agency who submits an unsolicited resume with respect to a candidate shall be deemed to have done so free of any charges

The Agency must obtain advance written approval from SBM recruiting team to submit resumes that shall coincide with a valid fully-executed contract for the service and will be in response to a specific job opening. **SBM will not pay a fee to any Agency that does not have such agreement in place.**

Agency agreements will only be valid if in writing and signed by the head of SBM recruitment or an officer of SBM. No other SBM employee is authorized to bind SBM to any agreement regarding the placement of candidates by Agencies. **SBM 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 SBM approved representative.**