

THIRD-PARTY RECRUITING POLICY

Sanborn Head recognizes the importance of partnering with third-party recruiters and we understand the amount of time that goes into finding the right candidates for the right positions. This is why we work closely with a small group of third-party recruiting firms that we consider strategic partners in assisting with our staffing needs. It is the responsibility of all third-party recruiting firms and staffing agencies to understand and abide by our policy.

Unsolicited Resumes

Sanborn Head does not accept unsolicited candidate introductions, referrals or resumes from third-party recruiters or staffing agencies. We require all third-party recruiters to communicate exclusively with our internal human resources recruiting team. Sanborn Head will not pay a placement fee to any third-party recruiter or agency that has not coordinated their recruiting activity with the appropriate member of our internal human resources recruiting team.

In addition, candidate introductions or resumes can only be submitted to our internal human resources recruiting team if a signed vendor agreement is already on file and the third-party recruiter or agency has received formal instructions from our internal recruiting team to submit candidates for a particular job posting.

Any unsolicited candidate introductions, referrals or resumes sent by third-party recruiters to Sanborn Head or directly to any of our employees, or received through our website or career portal, will be considered property of Sanborn Head and will not be eligible for a placement fee. In the event a third-party recruiter submits a resume or refers a candidate without a previously signed vendor agreement, Sanborn Head explicitly reserves the right to pursue and hire the candidate(s) without financial liability to such third-party recruiter.

Signed Vendor Agreement

All third-party recruiters and staffing agencies must have a signed vendor agreement from Sanborn Head's internal recruiting team to receive payment for a resume submission, candidate referral or introduction. Verbal or written commitments from any other member of Sanborn Head's staff will not be considered binding.

The vendor agreement must be signed and dated prior to the date of resume submission or candidate referral. In addition, Sanborn Head will not pay a placement fee to a third-party recruiter that has not coordinated their recruiting activity with the appropriate member of Sanborn Head's internal recruiting team.

Due to the competitive landscape for high quality candidates and the number of solicitations we receive from third-party recruiters and staffing agencies, we perform an annual assessment of our approved vendors. All vendor agreements are good for one year, unless terminated otherwise.

The willingness to take the time to get to know our firm and understanding of our industry is the key to becoming a strategic partner of Sanborn Head. Our strategic partners work closely with our internal recruiting team and have demonstrated their ability to deliver high quality



candidates and provide exceptional service. If you would like to be considered as a potential recruiting vendor for Sanborn Head, contact Human Resources at hr@sanbornhead.com or 603-229-1900. Note that providing this information only qualifies your company as a potential vendor and does not qualify your company as an approved vendor.

Approved: Executive Committee
Effective 3/27/23

