



External Referral Program – The MIL Corporation

LEXINGTON PARK

I. **Objective**

The External Referral Bonus Program (the “Program”) offers a one-time referral payment to persons unaffiliated with The MIL Corporation (“MIL”), to help MIL attract, hire, and retain the very best talent for its Lexington Park Offices. Referrals are valid for 6 months from the date of submittal.

II. **Individuals eligible for an external referral payment**

You must be an individual person (i.e., not a business entity) and a legal resident of the United States who is at least 18 years of age to participate in the Program.

III. **Individuals not eligible for an external referral payment**

The following people/entities are not eligible to participate in this program:

- Current MIL employees and their immediate family members
- Staffing/recruiting agencies or consultants, or any employee or consultant of a third-party to whom MIL is contractually obligated to pay a fee for the hiring of an individual referred by, or working for, such third-party
- Employees of the US Government
- Active duty military personnel

IV. **Non-eligible candidates**

You are not eligible for an external referral payment if the candidate you refer is a:

- Self-referral
- Candidate who has already been referred by a current MIL employee
- Current applicant to MIL (if they have applied to MIL within the last 12 months)
- Recent or current contractor, temporary worker, employee, or consultant of MIL within the prior 12 months
- Former MIL employee
- Family member of a current MIL employee



V. **Payment terms**

If you are eligible to participate in the Program, MIL shall pay you a one-time external referral payment in the amount of \$2,000 if the referral results in a successful regular full-time hire, and such referred employee:

- Successfully acknowledges he or she was referred by you
- Completes 90 days of continuous, active employment with MIL
- Is actively employed by MIL at the time the external referral bonus is to be paid
- Was hired to fill an external referral program eligible position

If the referral is successfully hired by MIL, you must complete and return to MIL an IRS Form W-9 and MIL's Vendor Information Form must be filled out and submitted to MILCORP to receive the referral bonus.

MIL will process the external referral bonus within 30 days after the referred employee completes the 90 days of employment mentioned above and the required information (See Section VI, below) has been submitted by the referrer. Payments will be made on a 1099 basis and paid by company check from MIL.

VI. **Process to refer candidates**

Referral information will be submitted via email to recruitinglexpark@milcorp.com

Referrals submitted any other way, that do not include all of the required information, or that are not properly identified will NOT be eligible for this Program.

To be eligible for an external referral bonus, you must provide the following information at the time of your initial submission:

- Your name and contact information (phone number and email address)
- Potential candidate's full name
- The potential candidates contact information (phone number and email address)
- Your relationship to the potential candidate, if any
- The requisition number(s) to which you are referring the potential candidate
- The reason(s) the potential candidate is qualified for the position
- The potential candidate's resume (and other documents, if applicable)

Note: One candidate per submittal. If the referred candidate appears to be a match, we will contact him or her. The referred person must acknowledge that you referred him or her and then will ask him or her to apply online through the MIL careers website.



VII. Tax Liability

External referral bonuses are paid pre-tax by MIL. You are solely responsible for paying appropriate state and federal income and self-employment/Social Security taxes on any payment received. MIL will report referral payments to the appropriate tax authorities and issue Form 1099 to the referrer.

VIII. Additional information, rules, and guidelines

- a. Positions qualified for the MIL External Referral Bonus Program are listed on the MIL Website – We’re Hiring Icon, for **all Lexington Park positions**.
- b. In the event that more than one external person refers the same candidate and such candidate is hired by MIL, the external referral bonus will be awarded to the first referrer based on the time stamp of the submittal.
- c. You must be at least eighteen (18) years old at the time you make a referral, reside in the United States, and have a valid social security number to participate.
- d. Referrals must be submitted via email to recruitinglexpark@milcorp.com to qualify the referrer for the bonus payment. The terms and conditions of this external referral bonus program are subject to change or termination at any time and in MIL’s sole discretion.
- e. This agreement is governed by Maryland law and you agree that all disputes regarding the Program shall be submitted to Small Claims Court in St. Marys County, Maryland.
- f. You agree that MIL’s total liability under this agreement for any cause of action related to the subject matter of this agreement (regardless of the nature of such claim) is the lesser of your actual, direct damages or the amount of the referral bonus.
- g. Please email recruitinglexpark@milcorp.com with any questions.

By submitting a referral, you agree to the foregoing terms and conditions of this program.

MIL 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.