

## **Nardello & Co. Placement Services Policy**

### Notice to Staffing Agencies, Placement Firms, and Professional Recruiters

Nardello & Co. and its affiliates and subsidiaries (“Nardello”) have an internal recruiting team. Nardello 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 Nardello employees directly in an attempt to present candidates. Nardello’s recruiting team or other authorized Nardello personnel present ALL candidates to hiring managers.

Any unsolicited resumes sent to Nardello from a third party, such as an Agency, including unsolicited resumes sent to a Nardello mailing address, fax machine, email address, recruitment management system, or directly to Nardello employees, will be considered Nardello property. Nardello will NOT pay a fee for any placement resulting from the receipt of an unsolicited resume or candidate profile. Nardello 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 a member of Nardello’s recruiting team to submit resumes, and then only in conjunction with a valid fully-executed contract for service and in response to a specific job opening. Nardello 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 an officer of Nardello. No other Nardello employee is authorized to bind Nardello to any agreement regarding the placement of candidates by Agencies. Nardello 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 Nardello officer.

If you would like to be considered as a future Agency, Retained Search Firm, and/or Independent Recruiter vendor of Nardello & Co. send us an email to: [tmahon@nardelloandco.com](mailto:tmahon@nardelloandco.com). In your email to Nardello, please tell us about yourself, your agency, and/or firm. Please include the following information:

- Your contact information
- How long you have been in business
- Industries for which you recruit
- Functions for which you recruit
- Service levels you provide to your clients
- Additional service solutions provided to client