



## THIRD PARTY RECRUITING POLICY

Thank you for your interest in working with Willbros and its related entities ("Willbros"). We sincerely believe our continued success relies on our ability to attract top talent. We also respect the time it takes to source qualified and interested candidates. Knowing this, we work with a small group of Approved Vendors that have been selected as a result of an intense screening and evaluation process by our Human Resources Recruiting Team.

Our Approved Vendors work closely with our Recruiting Team and have demonstrated their ability to deliver high quality candidates. Approved Vendors are very knowledgeable of our industry and are considered strategic partners of Willbros.

Due to the high volume of solicitations and the competitive environment for identifying top talent, we perform an annual assessment of our Approved Vendors. All recruiting contracts are renewed annually and are good for one year, unless terminated otherwise.

If you would like to be considered as a *potential* future Approved Vendor, please contact us at ([ThirdPartyRecruiters@Willbros.com](mailto:ThirdPartyRecruiters@Willbros.com)). Please include information on your firm as well as a primary point of contact. Please note that providing this information does not qualify you as an Approved Vendor.

### WILLBROS POLICY FOR THIRD PARTY RECRUITERS

All Third Party Recruiters/Staffing Agencies must have an executed Willbros Approved Vendor Agreement. Any resume submitted to any employee/hiring manager without having an Agreement in place will be considered the property of Willbros and Willbros WILL NOT be held liable to pay a placement fee.

Securing a signed agreement by the Corporate Director of Human Resources for Willbros is the only way you will be paid. Verbal or written commitments from any other member of the Willbros staff will not be considered binding. Again, Willbros will not pay a fee to a third party recruiter that has not coordinated their recruiting activity with a member of the Willbros Human Resources Recruiting Team.

**It is the responsibility of all third-party recruiting/staffing agencies to know this policy.**