

Notice to Recruiters and Staffing Agencies

A-1 Roof Trusses has an internal recruiting department. A-1 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 A-1 employees directly in an attempt to present candidates – A-1's recruiting team or other authorized A-1 personnel must present ALL candidates to hiring managers.**

To protect the interests of all parties, A-1 will not accept unsolicited resumes from any source other than directly from a candidate. Any unsolicited resumes sent to A-1, including unsolicited resumes sent to a A-1 mailing address, fax machine or email address, directly to A-1 employees, or to A-1's resume database will be considered A-1 property. A-1 will NOT pay a fee for any placement resulting from the receipt of an unsolicited resume. **A-1 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-1's recruiting function to submit resumes, and then only in conjunction with a valid fully-executed contract for service and in response to a specific job opening. **A-1 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 A-1 or his or her designee. No other A-1 employee is authorized to bind A-1 to any agreement regarding the placement of candidates by Agencies. **A-1 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 A-1 officer.**