

THIRD PARTY RECRUITING POLICY

Thank you for your interest in working with Bay LTD and its related entities ("Bay LTD"). 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 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 Bay LTD.

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@BayLTD.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.

BAY LTD POLICY FOR THIRD PARTY RECRUITERS

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

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

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