

“THIRD PARTY RECRUITING POLICY”

Gannett Fleming does work with third party recruiting agencies. We sincerely believe our continued success relies on our ability to attract top talent. We also respect the time and energy it takes to source qualified and interested candidates. Knowing this, we work with a small group of preferred vendors that have been selected as a result of an intense screening and evaluation process by our Talent Acquisition Group.

Our preferred vendors work very closely with our talent acquisition specialists and have demonstrated their ability to deliver high quality candidates. They are very knowledgeable of our industry and are considered strategic partners of Gannett Fleming.

Due to the high volume of solicitations and the competitive landscape for identifying talent, we perform an annual assessment of our preferred vendor list. 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 preferred vendor, please contact us at employment@gfnet.com. Include information on your firm as well as a primary point of contact. Please note that providing this information DOES NOT qualify you as a preferred vendor.

GANNETT FLEMING POLICY FOR THIRD PARTY RECRUITERS

All vendors must have an executed Gannett Fleming preferred vendor agreement, signed by the Manager of Talent Acquisition. Any resume submitted to any employee without having a Gannett Fleming preferred vendor agreement in place will be considered the property of Gannett Fleming. Gannett Fleming will not be held liable to pay a placement fee.

Securing a signed preferred vendor agreement from the Manager of Talent Acquisition is the only way you will be paid. Verbal commitments from any other Gannett Fleming staff will not be considered binding terms.

Gannett Fleming will not pay a fee to a third party recruiter that has not coordinated their recruiting activity with a member of the Talent Acquisition Group.

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

