



External Recruitment Agency		
Date Issued: January 1, 2025	Revision Date & Number: January 1, 2025 v1.0	Policy Owner: VP Human Resources

Purpose

This policy establishes guidelines for third-party recruitment agencies submitting candidates to Forgen to ensure clarity, fairness, and compliance in the hiring process.

Objective

Forgen works with select recruitment agencies on an as-needed basis. Agencies must have a signed agreement with Forgen before submitting any candidate.

Candidate Ownership & Prior Contact

If Forgen has **previously engaged** with a candidate, whether through direct application, internal referral, networking, or direct communication, the company **retains the right** to hire that candidate **without obligation** to the submitting agency.

Agencies must **obtain prior written approval** from Forgen before submitting any candidate for consideration.

Unsolicited or unauthorized submissions will not be recognized, and no placement fee will be owed if Forgen hires that candidate.

Submission Process

Agencies must submit candidates through our ATS-Greenhouse to be reviewed by our internal recruiting team.

All submissions must include the candidate's resume and written consent for representation.

Fee Agreement & Payment

Fees will only be paid if a valid contract exists between the agency and Forgen's VP, Human Resources or Director of Talent Acquisition before candidate submission.

Invoices will be honored only if the hire was made directly as a result of the agency's introduction and within the agreed-upon time frame.

Non-Compliance

Failure to comply with this policy may result in removal from Forgen's approved agency list.

For any questions regarding this policy, please contact HR@forgen.com.