



## Recruiters notice

---

### Notice to staffing agencies, placement services and professional recruiters.

Worley and its affiliates and subsidiaries (“Worley”) have an internal recruiting department. Worley may supplement that internal capability from time to time with assistance from temporary staffing agencies, placement services, and professional recruiters (“Agencies”). Agencies are hereby specifically directed NOT to contact Worley employees directly in an attempt to present candidates – Worley’s recruiting team or other authorized Worley personnel must present ALL candidates to hiring managers.

To protect the interests of all parties, Worley will not accept unsolicited resumes from any source other than directly from a candidate. Any unsolicited resumes sent to Worley, including unsolicited resumes sent to a Worley mailing address, fax machine or email address, directly to Worley employees, or to Worley’s resume database will be considered Worley property. Worley will NOT pay a fee for any placement resulting from the receipt of an unsolicited resume. Worley will consider any candidate for whom an Agency has submitted an unsolicited resume to have been referred by the Agencies free of any charges or fees and the property of Worley.

Agencies must obtain advance written approval from Worley’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. Worley 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 approved procurement and recruitment representative of Worley or his or her designee. No other Worley employee is authorized to bind Worley to any agreement regarding the placement of candidates by Agencies. Worley 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 Worley approved representative.