



Recruiting, Hiring and Employee Referral

INTRODUCTION

Booz Allen makes every effort to hire individuals for positions that will best use their abilities and integrate the individuals' goals with those of the firm. The firm's hiring process is designed to provide fair and equitable treatment to all applicants and supports our commitment to select the best qualified candidate. As ambassadors of Booz Allen, employees are well positioned to recommend qualified candidates who embody our high ethical standards and will strengthen our values-based culture. The Employee Referral Program (ERP) provides an avenue to submit potential candidates to open positions and provides incentive bonuses for eligible hires.

The purpose of this policy is to set forth the requirements for recruiting and hiring someone to work at the firm, including employee referrals and the referral bonus incentive.

SUMMARY OF POLICY

Booz Allen's Recruiting, Hiring and Employee Referral policy covers all of the following content in detail:

- Related policies at the firm that employees should read in connection with this policy
- Scope of who the policy applies to
- Confirms the firm's commitment as an equal opportunity employer
- Establishes that employees are "at will" unless they have an employment contract with different terms
- Sets forth prohibited activities when recruiting and hiring, including improper purposes for recruiting and hiring
- Outlines required documentation and approvals for all hires, including background screens and additional requirements for special consideration hires such as former U.S. government employees
- Establishes process for employee referrals, including details on referrer, referrer bonus, and position restrictions and eligibility
- Confirms actions that will be taken when violations of the policy have been identified, employee's duty to report violations of the policy, and the firm's zero tolerance for retaliation against employees who raise a good faith legal or ethical concern
- Points of contact and additional resources