

Third-Party Recruiting Policy

As Nexus Engineering Group continues to grow, there may be occasional opportunities for third-party recruiters to collaborate with our Human Resources team. We recognize the effort involved in identifying the right candidate, and on limited occasions, our HR team may partner with agencies and third-party firms to support recruitment for specialized or strategic roles. To ensure a smooth process, we require all communication with third-party recruiters to go exclusively through our HR team.

Policy Guidelines

Contractual Engagement

- **Vendor Agreements:** All third-party agencies must secure contracts signed by the HR Director to commence recruitment activities. These contracts are valid for one year unless renewed.

Recruitment Process

- **Communication Channels:** All third-party recruiter communications must be directed exclusively to the Nexus Engineering Group Recruiter or HR Director. Unauthorized contact with other employees is prohibited.
- **Submissions:** Unsolicited resumes or candidate information received from third-party recruiters without a current, valid contract will not be accepted and will be considered the property of Nexus Engineering Group.

Vendor Application and Approval

- **Application Process:** Agencies interested in becoming approved vendors should email careers@nexusegroup.com. Approval requires a formal agreement specifying all terms, including resume handling and candidate submissions.

Compliance and Conduct

- **Adherence to Policy:** All third-party recruiters must comply with this policy and applicable employment laws, including non-discrimination regulations.



All third-party recruiters are expected to adhere to Nexus Engineering Group's diversity and inclusion policies when presenting candidates. Failure to comply with any part of this policy or the signed agreement may result in termination of the contract and disqualification from future collaboration. It is the responsibility of the third-party recruiter to review and abide by this policy.