

Notice to Staffing Agencies, Placement Services, and Professional Recruiters

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

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

Agency must obtain advance written approval from Making Waves 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. **Making Waves 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 officer of Making Waves. No other Making Waves employee is authorized to bind Making Waves to any agreement regarding the placement of candidates by Agencies. **Making Waves 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 Making Waves officer.**

If you would like to be considered for a future Agency, Retained Search Firm and/or Independent Recruiter vendor of Making Waves, Inc., send us an email to: careers@making-waves.org. In your email to Making Waves, please tell us about yourself, your agency and/or firm:

- Your contact information
- How long you have been in business?
- How many clients are you currently working with?
- What type of service level commitment do you provide to your client?
- What is your area of specialty in recruiting? (e.g. Sales, Marketing, Accounting, etc...)
- Which specific type of industry have been recruiting for? (e.g. Non-profit, Education, Finance, etc...)