



THIRD PARTY RECRUITMENT NOTICE

Louisiana Bridge Builders (“LBB”) understands and respects the time and energy required to source qualified and interested candidates. From time to time, LBB may seek assistance from temporary staffing agencies, placement services, and professional recruiters (“Agencies”) who have been selected as a result of an intense screening and evaluation process. Agencies are hereby specifically directed not to contact LBB employees directly in an attempt to present candidates. LBB recruiting team or other authorized LBB personnel will present all candidates to hiring managers.

To protect the interests of all parties, Louisiana Bridge Builders will not accept unsolicited resumes from any source other than directly from a candidate.

All agencies must have a fully executed LBB agreement. Any résumé submitted to any employee will be considered the property of LBB unless a LBB agreement is in place. LBB will not have any obligation to pay any fees unless a valid agreement is in place. Agency agreements will only be valid if in writing and signed by the proper LBB management team. No other LBB employee is authorized to bind LBB to any agreement regarding the placement of candidates by Agencies. Verbal commitments from any other member of the LBB staff will not be considered binding terms. It is the responsibility of all third-party recruiting/staffing agencies to know this policy.

If any temporary staffing agency, placement services, or professional recruiter would like to be considered as a potential partner with LBB, a subcontractor/supplier profile must be completed within our Procurement Platform (PROCUR-e) which can be found on our website at www.lbbi10.com/procurement. Please note that providing this information does not qualify you (your Company) as an approved agency.