

EXTERNAL REFERRAL INCENTIVE PROGRAM

Please read carefully. By submitting a candidate for referral, you are agreeing to the terms and conditions below.

1. What's our goal?

The FlightSafety External Referral Incentive program (the “**Program**”) offers a referral payment of up to \$1,500 to well-connected individuals unaffiliated with FlightSafety, to help FlightSafety attract, hire, and retain the very best aviation talent for our network of training centers around the globe. Referrals are valid for 12 months from the date of submittal.

2. Who is eligible for an external referral payment?

To be eligible for the Program, you must be an individual person (i.e., not a business entity), and a legal resident of the United States who is at least 18 years of age. You must also meet all other eligibility conditions stated elsewhere in this document.

3. Who is *not* eligible for an external referral payment?

The following people/entities are not eligible to participate in the Program:

- Current employees of FlightSafety International Inc. or any FlightSafety entity or subsidiary, or any of those employees' immediate family members (spouse, children, parents). (Current employees should submit their referrals through FlightSafety's internal processes.)
- Employees, board members, executives/management, or other closely-affiliated individuals (or their immediate family members) of organizations that FlightSafety partners with to obtain external referrals.
- Staffing/recruiting agencies or consultants, or any employee or consultant of a third-party engaged by FlightSafety to recruit, refer, or solicit for employment.

4. What candidates/positions are covered by the Program?

Not all referrals to FlightSafety will result in an external bonus payment. The referred candidate must be hired as a full-time employee into one of the following positions:

- Instructional positions (including Pilot Instructors, Maintenance Instructors, and other similar instructional roles)
- Flight Simulator Technicians

5. What types of candidate referrals aren't covered by the Program?

You are not eligible for an external referral payment if the candidate you refer is a:

- Self-referral (that is, you refer yourself for employment at FlightSafety);
- Candidate already referred by a current FlightSafety employee;
- Current employee or applicant of FlightSafety or any individual who has applied for employment with FlightSafety in the last 12 months;

- Recent or current contractor, temporary worker, or consultant;
- Former FlightSafety employee who left the company within the last 12 months; or
- Family member of a current FlightSafety employee.

6. How and when are referral payments made?

If you are eligible to participate in the Program, FlightSafety will pay you an external referral payment of up to \$1,500 (gross) for a referral, if the referral results in a successful hire, and such referred employee:

- Acknowledges he or she was referred by you;
- Was hired into a Program-eligible position on a full-time basis;
- Completes 90 days of continuous, active employment with FlightSafety; and
- Is actively employed by FlightSafety at the time the external referral bonus is paid.

When the 90-day period referenced above is complete, FlightSafety will contact you to obtain the necessary paperwork to process payment, which will include an IRS Form W-9 to ensure proper tax reporting of income. Failure to respond and timely complete this information will impact whether you receive a payment.

FlightSafety will process the external referral payment within 60 days after you have submitted complete information to FlightSafety to process your payment and will send you payment by check using the contact information you provided at the time of your referral.

7. How should candidates be referred to FlightSafety?

Referral information must be submitted via email to TA@flightsafety.com and include all information required as listed below. Referrals sent in any other way or with missing information will not be eligible for payment.

To be eligible for an external referral bonus, you must provide the following at the time of your initial submission:

- Your name and contact information (mailing address, phone number, and email address)
- The potential candidate's full name
- The potential candidate's contact information (phone number and email address)
- Your relationship to the potential candidate
- The job area of interest (job number optional) to which you are referring the potential candidate
- The potential candidate's resume (and other documents, if applicable)

Note: Only candidate per submittal. If the referred candidate appears to be a match, we will contact him or her. The referred person must acknowledge that you referred him or her, and then we will ask him or her to apply online through the FlightSafety careers website.

8. How will taxes work for referral payments?

External referral bonuses are paid pre-tax by FlightSafety, meaning that there are no taxes withheld from the payment to you. You are solely responsible for paying all required federal, state, or local taxes on any payment received.

9. What other information should referral sources know?

- If the same candidate is referred by more than one external referral source, the external referral payment will be awarded to the first referrer based on the time stamp of the submittal.
- You must reside in the United States and have a valid social security number to participate.
- Referrals must be submitted to TA@flightsafety.com with all required information to qualify the referrer for the referral payment. The terms and conditions of this Program are subject to change or terminate at any time and in FlightSafety's sole discretion.
- This agreement is governed by Ohio law and you agree that all disputes regarding the Program shall be submitted to final and binding arbitration in Columbus, Ohio.
- You agree that FlightSafety's total liability under this agreement for any cause of action relating to the subject matter of this agreement (regardless of the nature of such claim) is the lesser of your actual, direct damages or up to \$1,500.
- Please email TA@flightsafety.com with any questions.

By submitting a referral, you are agreeing to the terms and conditions described above for the Program.