

# BCC Agency & Recruiter Policy

- **Resume Submission by Agencies**

- Submittal must be via email to [resumes@biodieselconsolidated.com](mailto:resumes@biodieselconsolidated.com)
- The date/time on the email receipt shall establish agent-of-record, not telephone presentation
- If a candidate self-submits resume prior to an agent, there will be no agent representation
- Representation as agent-of-record remains in effect for six months from resume submittal date

- **Anti-Discrimination**

- BCC is an equal opportunity employer (eoe / m / f / h / veteran).
- BCC uses a Veteran's Employment Preference Program for all Entry Level positions.
- BCC supports current National Guard and Reserve members, and encourages those to apply.

- **Candidate Interviewing Expenses**

- Reasonable candidate interviewing expenses will be reimbursed or prepaid by BCC
  - Any charges/costs over \$5 must be substantiated by receipts
  - Meal expenses will be paid as a per diem, without receipts required
  - Requests for reimbursement must be made via BCC Human Resources Expense Report
- BCC has the option of approving expenses in-advance and/or making travel arrangements

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- **Interviewing and Hiring Sequence**
  - Receive MS-WORD resume via email by BCC prior to any telephone interview
  - If applicant is to be considered, hold discussions with agent-of-record by BCC
  - Applicant telephone interview by responsible BCC Manager or designated individual
  - Background checks performed by recruiting agency prior to on-site interview
    - Education and certifications
    - Previous three employer dates and separation reasons
    - Minimum three professional references
    - Current or latest total annual compensation
  - On-site interview with selected managers
    - Employment Application completion
    - Standardized Personality and Standardized Cognitive Reasoning testing
    - Job-specific testing
    - Individual and/or group interviews
  - All offers of employment will be written, and will be contingent upon
    - Background checks by BCC and/or BCC third party
      - Criminal History, Education, Social and Public Records
      - Credit and FICO score for Accounting and other designated positions
      - Other application and resume information
    - Drug abuse, substance abuse and nicotine screening
    - Physical examination

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- **Typical Employment Offer Conditions**

- Offer Letter must be signed/returned by applicant no later than the 5th-calendar-day
- If Offer Letter is not returned, after 5-calendar-days the Offer is automatically rescinded
- Start-date is two weeks after offer acceptance, unless jointly agreed by applicant and BCC
- Benefits are effective 1st of following month after 30-days continuous employment from start-date
- Employees regularly scheduled for 30-hrs/week qualify for full benefits
- Temporary Living expenses
  - Paid as a predetermined lump sum, less statutory deductions
  - Payable in equal monthly installments
- Relocation expenses
  - Paid as predetermined lump sum, less statutory deductions
  - Payable in full at time of relocation
- Company Vehicles
  - BCC does not provide personal cars or vehicles as an employee perk
  - Specific positions may include a monthly lump sum Vehicle Allowance
    - Covers vehicle, maintenance, fluids, insurance, registration, taxes, fees, etc
    - Must be an acceptable 4-door vehicle, no more than four model years old
    - Vehicle Allowances are payable less statutory deductions
    - A mileage allowance for fuel will be paid for business mileage
    - Company-approved insurance limits must be in-force at all times
- All employment is considered “At-Will Employment”

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- **Typical Candidate Qualifications**

- Meet experience and educational qualifications listed within Job Description
- Most positions require a valid driver's license and Company-approved insurance coverage limits
- Must be allowed to work in USA, as BCC does not sponsor work visas or permits
- No more than two employers within the past five years
- Few, if any, previous full-time employment tenures of less than two years
- Must relocate within thirty-five miles of work location, within 130-calendar-days from start-date
- No felony convictions during past five years; (based upon position, this might not disqualify)
- No DUI-DWI convictions during past five years; (based upon position, this might not disqualify)
- Tobacco/nicotine-free and drug/alcohol abuse-free

- **Agency Guarantees**

- Agency will guarantee employee employment for 150 calendar days from start-date
- Placement fees and costs will be refunded by agency if employee terminates prior to 181st day
  - Refund of 100% of placement fees if employee terminates through 90th day
  - Refund of 50% of placement fees if employee terminates 91st to 150th day
  - Refund of all interview expenses, if candidate interviewed in bad faith
  - Refunds are due within 90-calendar-days of employee's termination date
- In lieu of refund, agency has the option to replace the employee for no additional placement fees
  - Normal interviewing standards and sequences shall apply
  - Agency hereby authorizes refunds via electronic check presentation
  - If not replaced by same agency, refund is due 120 days from termination date
- Termination is defined as voluntary quit or termination for-cause

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- **Agency Placement Fees**

- Agency placement fees will be paid by BCC within fifteen business-days of employee start-date
  - 25% for the first placement within a calendar year
  - 20% for the subsequent placements within the same calendar year
  - 15% for any laid-off candidate, regardless of above placement quantities
- Placement fees will be based solely upon the first-year straight-time base-salary or base-wage
- All placement fees shall be remitted by BCC via electronic check or bank transfer
- All agency recruiting shall be contingency-fee based
- BCC is not liable for any agency-incurred costs unless approved in writing and in advance

- **Agency Acknowledgement**

- By submitting a resume to BCC, Agent/Agency acknowledges and agrees to policy and terms
- These terms supersede any and all Agent/Agency-originated contracts or conditions
- Terms other than listed must be acknowledged in writing by the BCC President or CEO