

Creative Evolutions Policy on Candidate Recommendations in Executive Searches

We believe that anyone who creates value for others should be acknowledged and compensated for the value they create. In hiring and search processes, people are often asked for their recommendations for potential candidates. In giving these recommendations they are creating value based on the relationships they have built, often over many years. In current search processes facilitated by Creative Evolutions, we make the following commitments to people who offer candidate recommendations:

- We will reach out to anyone who is recommended for the position and invite them to review the opportunity statement to see if they would like to be considered for the position. If they apply and are not advanced, we will give feedback as to why they were not advanced relative to the overall pool of candidates.
- We will keep track of any recommendations made for a position, and when finalists come on-site, 2% of the search fee paid by for the search will be split between the individuals who recommended the finalist candidates.
- While we need to maintain confidentiality about who is applying until they reach the finalist stage, we will maintain a record of all recommendations made. When finalists have been selected we will reach back out to anyone who made recommendations to thank them for their suggestions and to confirm that their suggested candidates did not reach the finalist stage.

We will track recommendations made over time, and whenever someone has recommended five candidates collectively (including over multiple searches) who have submitted applications, we will issue that recommending individual a Stake of Financial Interest in Creative Evolutions, under our [Value-Based Ownership structure](#). This will continue with an additional stake for every five recommendations that result in an application.