



# External Referral Program: Terms & Conditions

## Terms & Conditions

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

- 1. Objective.** The External Referral Bonus Program (the “Program”) offers a one-time referral payment to persons unaffiliated with SingleStore, to help SingleStore attract, hire, and retain top talent for designated, high-priority open Senior and Principal level Engineering positions in support of the company mission.
- 2. Program Period .** The Program is a limited-time initiative that officially commences on **June 8, 2026** at 12:01 AM EST and will conclude on **August 31, 2026** at 11:59 PM PST (the “Program Period”). Only candidate referrals successfully submitted via the designated process within this specific window will be eligible for consideration. SingleStore reserves the right, in its sole discretion, to modify, extend, or terminate the Program at any time without prior notice. If the Program is terminated early, SingleStore will honor eligible referrals submitted prior to the official date and time of termination.
- 3. Eligible Roles.** This Program applies exclusively to open, full-time Senior and Principal level Engineering positions at SingleStore. Referrals submitted for junior, mid-level, or non-engineering positions are strictly ineligible for a bonus payout under this specific Program.
- 4. Individuals Eligible for an external referral payment.** You must be an individual person (i.e., not a business entity) who is at least 18 years of age and a legal resident of the United States, Portugal, or India to participate in the Program.
- 5. Individuals not eligible for an external referral payment.** The following people/entities are not eligible to participate in this program and SingleStore will not have any obligation to make a payment to you, if any of the following apply:
  - Current SingleStore employees and their immediate family members
  - No referral payment will be made where SingleStore determines that the candidate was sourced, represented, or introduced through a recruiting agency, search firm, staffing provider, or other third-party recruiting channel.
- 6. Non-eligible candidates**
  - Self-referral
  - Candidate who has already been referred by a current SingleStore employee
  - Current applicant to SingleStore (if they have applied to SingleStore within the last 12 months)
  - Recent or current contractor, temporary worker, payrollee, or consultant
  - Provider of services to SingleStore (if they have provided services to SingleStore in the last 12 months)
  - Former SingleStore employee who has left the company within the last 12 months

- Family member of a current SingleStore employee
- Candidate submitted outside of the active Program Period (as defined in the Program Period section above).
- Candidates referred for a role outside of the approved Senior and Principal level Engineering positions.

7. **Payment Terms.** If you are eligible to participate in the Program, SingleStore shall pay you a one-time external referral payment based on the geographic region of the hired candidate's primary office location, as follows:

- US Hires: \$5,000 USD (gross)
- EMEA Hires: \$3,000 USD (gross)
- India Hires: \$1,000 USD Equivalent (gross)

This one-time payment is applicable for each candidate that is hired by SingleStore, provided such referred employee:

- The candidate identifies you as the referring individual during the application or interview process;
- Accepts SingleStore's offer of employment no later than September 30, 2026;
- The candidate completes 3 months of continuous, active employment with SingleStore;
- Has completed at least 90 consecutive days of active employment and remains employed in good standing through the applicable payout processing date; and
- Was hired against an external referral program eligible position (defined strictly as an open Senior or Principal level Engineering role). For the avoidance of doubt, if an eligible candidate is successfully submitted within the active Program Period, the referral remains eligible for payment even if their official hire date or 3-month milestone occurs after the overall Program Period has concluded, provided the offer acceptance deadline above is met.
- **Currency and Exchange Rates:** All bonuses are calculated and tracked in US Dollars (USD). For eligible referrers residing in Portugal or India, payouts will be converted and distributed in local currency (EUR or INR) using the official corporate exchange rate selected by SingleStore on the date the bonus payment is processed. SingleStore is not responsible for any variance in payouts due to currency market fluctuations.

If the referral is successfully hired by SingleStore, you must complete and return to SingleStore an IRS Form W-9 (for US residents), Form W-8BEN (for international participants), or any equivalent local tax registration, withholding documentation, or banking forms that SingleStore may require to receive the referral bonus. This form will be supplied to the referrer by SingleStore once the referred candidate has completed the required 90-day tenure period. SingleStore will process the external referral bonus within 30 days after the referred employee completes the 90 days of employment mentioned above, and the required paperwork has been submitted. Payments will be made on a 1099 basis for US residents, paid via company check or electronic fund transfer at SingleStore's discretion, and are subject to local country tax laws and reporting requirements.

## 8. Referral Process

To submit a referral, please email [[external-referrals@singlestore.com](mailto:external-referrals@singlestore.com)].

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 (phone number and email address)
- The candidate's full name and contact information (phone number and email address)
- The job number to which you are referring the candidate
- Your relationship to the candidate
- The candidate's resume (and other documents, if applicable)
- 2-3 sentence explanation of why you believe they would be a good fit for the role and/or SingleStore

By submitting a referral, you confirm that the candidate has consented to the sharing of their information with SingleStore for recruiting purposes.

**Note:** One candidate per submission. If multiple referrals are submitted for the same candidate, only the first referral received by SingleStore, as determined by SingleStore in its sole discretion, will be eligible for payment. If the referred candidate appears to be a match, we will contact them. The referred candidate must acknowledge that you referred them, and then we will ask them to apply online through the SingleStore careers website.

9. **Additional information, rules and guidelines.** By submitting a referral, you are agreeing to the Terms and Conditions outlined by this program. SingleStore reserves the right, in its sole discretion, to determine eligibility for the Program and any referral payment. Nothing in this Program obligates SingleStore to review, interview, hire, or employ any referred candidate. All hiring decisions are made by SingleStore in its sole discretion.

*SingleStore is proud to be an equal opportunity and affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, or Veteran status, and consistent with applicable federal and state.*