



We answer to you.

3020 Columbia Avenue, Lancaster, PA 17603 • Phone: (800) 738-8395

Engineers

Environmental  
Consultants

Surveyors

Landscape

Architects

Safety

## Notice to Professional Recruiters

RETTEW Associates, Inc. and its affiliates and subsidiaries (collectively, “RETTEW”) have internal recruiters. In certain circumstances, RETTEW may supplement that internal capability at with assistance from temporary staffing agencies, placement services, and professional recruiters (each, an “Agency,” and collectively, “Agencies”). **Agencies are hereby specifically directed NOT to contact RETTEW employees directly to present candidates.**

RETTEW will not accept unsolicited resumes from any source other than directly from a candidate. Any unsolicited resumes sent to RETTEW, including unsolicited resumes sent to a RETTEW mailing address, fax machine or email address, directly to RETTEW employees, or to RETTEW resume database, shall be RETTEW property. RETTEW will NOT pay a fee for any placement resulting from the receipt of an unsolicited resume. **RETTEW will consider any candidate for whom an Agency has submitted an unsolicited resume to have been referred by the Agency free of any charges or fees.**

Agencies must obtain advance written approval from RETTEW’s human resources department to submit resumes, and then only in conjunction with a valid, fully-executed contract for service and in response to a specific job opening. **RETTEW will not pay a fee to any Agency that does not have such agreement in place.**

Agency agreements will only be valid if in writing and signed by RETTEW’s Director of Human Resources. No other RETTEW employee is authorized to bind RETTEW to any agreement regarding the placement of candidates by Agencies. **RETTEW hereby specifically rejects, and denies any liability under, any agreement purporting to be accepted based on negative consent, negotiation with a candidate, performance, or any means other than the signature of RETTEW’s Director of Human Resources.**

If you would like to be considered as a vendor of RETTEW for recruitment, send an email to [jperalta@rettew.com](mailto:jperalta@rettew.com). In your email, please tell us about yourself, your agency and/or firm:

- Your contact information
- Company Overview (e.g., background info, area of specialty, industry you recruit for, etc.)