



MAD HEAD GAMES

EXTERNAL REFERRAL PROGRAM

Recommend a friend, colleague, or neighbour for one of the open positions on our careers page and join the Mad Head Games External Referral program. By participating, you can earn up to €500 if we hire the person you refer. This Program is open to all individuals not employed by our studio and aims to support us in attracting, recruiting, and retaining the gaming industry's top talent.

To submit a referral, you must be an individual (not a legal entity) who is at least 18 years old. Please read all the program conditions to ensure that both you and your referral meet the requirements and can participate in the Program.

Program Conditions

Please carefully read these conditions. By submitting a referral, you agree to the conditions outlined below.

1. PROGRAM OBJECTIVE

The External Referral program ("Program") offers a one-time referral payout to individuals not affiliated with Mad Head Games ("MHG") to help MHG attract, hire, and retain the best talent in Serbia and Bosnia and Herzegovina. As of February 1, 2024, referrals are valid 12 months after submission.

2. INDIVIDUALS ELIGIBLE FOR EXTERNAL REFERRAL PAYOUT

To participate in the Program, you must be an individual (i.e., not a legal entity) who is at least 18 years old.

3. INDIVIDUALS NOT ELIGIBLE FOR EXTERNAL REFERRAL PAYOUT

The following individuals and legal entities are not eligible to participate in this Program:

- Current employees of MHG
- Employment agencies/recruiters or consultants, or any employee or consultant of a third party to whom MHG is contractually obligated to pay a fee for engaging an individual referred by or working for such third party

4. INDIVIDUALS NOT ELIGIBLE FOR EXTERNAL REFERRAL PAYOUT

- You cannot recommend yourself
- A candidate already recommended by a current MHG employee
- A candidate who has already applied to an MHG job posting (if they applied within the last 6 months)
- Recent or current contractors, temporary workers, payroll recipients, or consultants of MHG
- Service providers for MHG (if they provided services to MHG in the last 12 months)
- Former employees of Mad Head Games
- Family members of current MHG employees
- If the referral form is not adequately filled out

5. PAYMENT CONDITIONS

If you meet the requirements to participate in the Program, Mad Head Games will pay you a one-time external referral payment of €500 for the referral if it results in a successful regular full-time employment, and the referred employee:

- Confirms that you referred them
- Completes 90 days of continuous, active employment at Mad Head Games
- Demonstrates good performance at the end of those 90 days
- Is actively employed at Mad Head Games when the external referral bonus is due
- Is employed in a position that meets the conditions of the external referral program



If MHG successfully hires your referral, after 90 days of their active, full-time work and a positive evaluation, MHG's legal team will deliver you an Employment Mediation Agreement, which you need to sign and send back, along with the number of your valid bank account and identity card. MHG will process the external referral bonus within 30 days after the referred employee completes the above mentioned 90 days of employment. MHG will process the external referral bonus within 30 days after the referred employee completes the aforementioned 90 days of employment. Payments will be made via a valid bank account provided by the referrer to MHG's legal team.

6. CANDIDATE REFERRAL PROCESS

Referral information will be directly forwarded to recruiters or sent to recruitment@madheadgames.com with the subject "You Have a New External Referral Application!". If the submitted referral lacks the necessary information or is not properly identified, it will NOT qualify for this Program. To be eligible for the external referral bonus, you must include the following in your referral form on MHG website:

- Full name and surname of the potential candidate
- Contact information of the potential candidate (phone number and email address)
- The potential candidate's CV
- Your full name
- Your contact information (phone number and email address)
- Job for which you are recommending the candidate
- Portfolio of the potential candidate
- The position you are recommending the candidate for
- Your relationship with the potential candidate
- Additional comments

Note: You can refer only one candidate per application. If the specified candidate appears to match an open position, we will contact them. The recommended person must confirm that you referred them.

7. TAX OBLIGATIONS

For citizens of Serbia or Bosnia & Herzegovina upon successful referral, you'll receive a straightforward bonus of 500€ net. This means the full amount is at your disposal, as any additional tax obligations are covered by our company.

For non-citizens, your reward remains the same at 500€. However, it's important to note that you'll be responsible for any applicable taxes in your home country.

8. ADDITIONAL INFORMATION, RULES, AND GUIDELINES

- If multiple individuals recommend the same candidate, the payment will be awarded to the person who recommended them first.
- The terms and conditions of this external referral bonus program are subject to change or termination at any time and at Mad Head Games' discretion.
- You agree that Mad Head Games' total liability under this Agreement for any reason for a claim related to this Agreement (regardless of the nature of such claim) is less than your actual, direct damages or €500.
- If you have any questions, please reach out via email to recruitment@madheadgames.com.

By submitting a referral, you agree to the terms and conditions outlined in this Program. Mad Head Games is proud to be an equal opportunity employer for all, regardless of race, color, origin, religion, gender, nationality, sexual orientation, age, citizenship, marital status, disability, or veteran status, by applicable state laws. For program purposes, we collect individual personal data processed by the Personal Data Protection Law.