

Reader's RDigest

Employment Agency Policy

Thank you for your interest in Reader's Digest Association, Inc. (RDA) and our subsidiaries. To better meet our hiring needs and ensure clarity in our business transactions with external vendors, we have adopted the following employment agency policy. **It is important that you read this policy before contacting us:**

We do not accept resumes from agencies unless:

- I. a signed agreement between the agency and RDA is in place and
- II. our Human Resources department has authorized the agency to submit a resume for a specific position.

If an agency submits unsolicited resumes, Reader's Digest Association is not obligated to pay a fee if we hire from these unsolicited resumes.

Any unsolicited candidate information disclosed to RDA by an agency may be used by RDA in whatever manner it deems appropriate without compensation to the agency. In addition, if there is no signed agreement between RDA and an agency, the opening of an unsolicited e-mail or any other communication and/or RDA's response to any such communication will not obligate RDA to the agency in any way or require the payment of a fee in connection with any resume received by RDA.

If your agency is interested in being considered for RDA's Approved Employment Agency Vendor list, please **email** the following information to careers@rd.com:

- agency name
- contact information
- location
- agency references
- area of specialization and a description of products and services, especially those that differentiate your organization

Thank you for your cooperation.