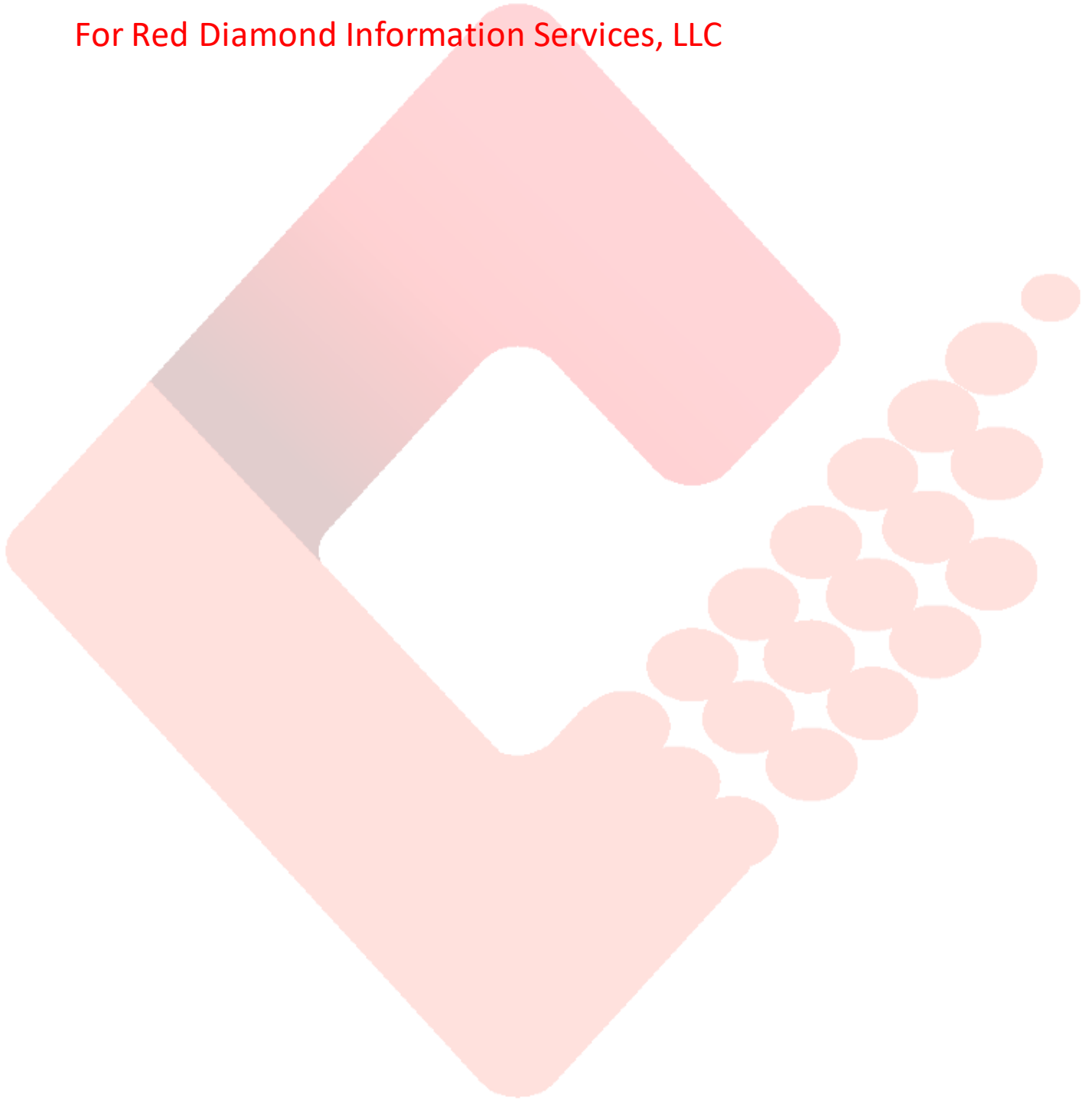


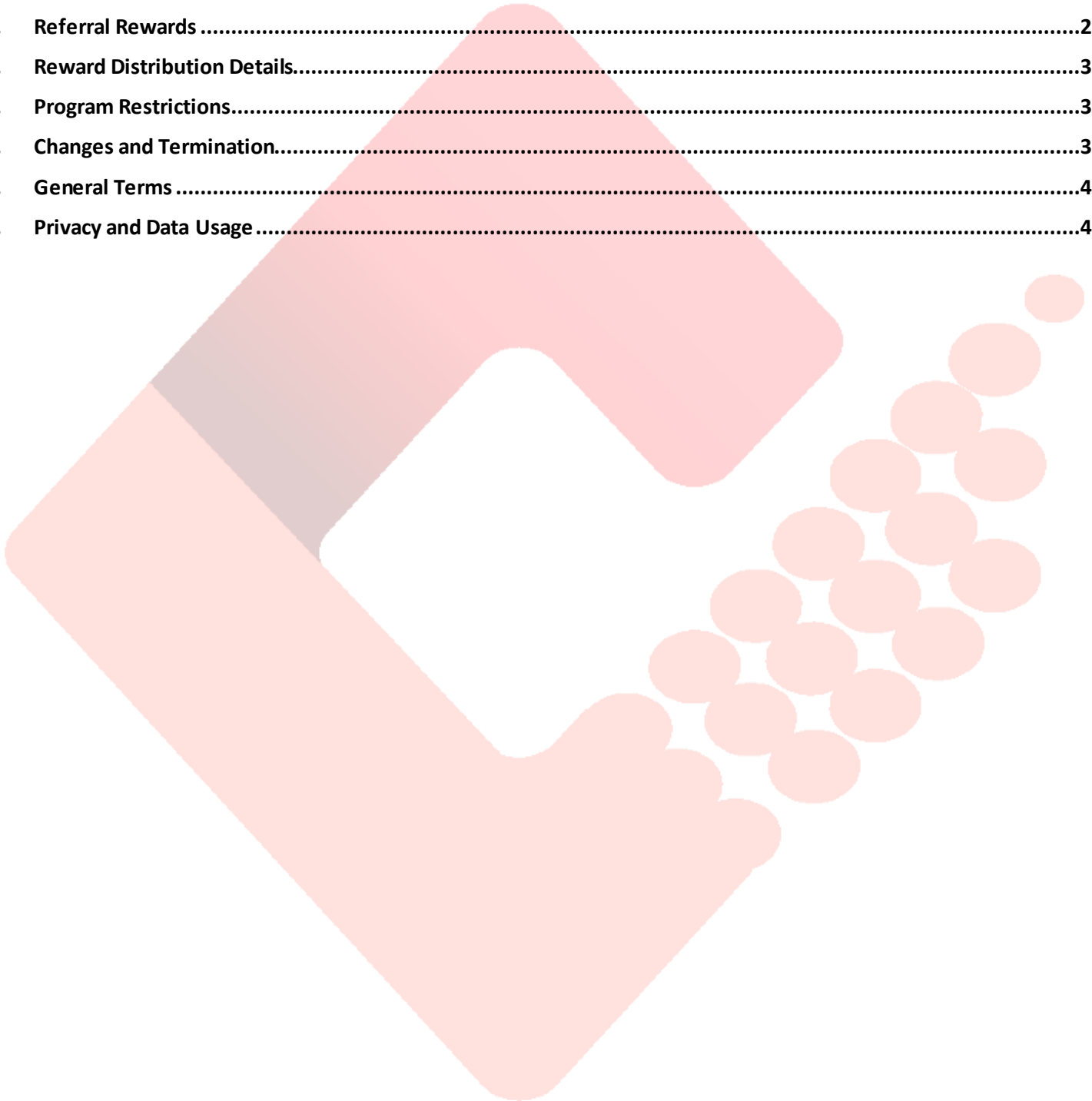
Referral Program Terms and Conditions

For Red Diamond Information Services, LLC



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1. Eligibility

- 1.1. The Red Diamond Information Services, LLC Client Referral Program ("Program") is open to any individual or entity who wishes to refer potential clients to Red Diamond Information Services, LLC. Participants are not required to be existing clients to take part in the Program.

2. Referral Process

- 2.1. To qualify for a referral reward, the Referrer must complete and submit the official referral form before the referred client ("Referral") signs a service agreement with Red Diamond Information Services, LLC. Failure to submit the form prior to the client's contract signing will result in ineligibility for a reward.
- 2.2. Referrals must be submitted using the official referral form located on our website or any other method explicitly authorized by Red Diamond Information Services, LLC.
- 2.3. The Referrer must provide accurate and complete details about the Referral. Incomplete or incorrect submissions may not be eligible.

3. Referral Rewards

- 3.1. The Referrer will be eligible to receive a reward if the Referral signs a minimum 1-year contract with Red Diamond Information Services, LLC and remains an active client for at least 90 days.
- 3.2. Reward sizes may vary based on the managed employee count of the contract signed by the Referral and are not to exceed \$750 in value unless otherwise stated in writing by Red Diamond Information Services, LLC. Details of the reward structure are provided below:

<u>Payout</u>	<u>Referral Client Size</u>
Phase 1/\$200	1-5 Employees
Phase 1/\$250 + Phase 2/\$250	5-10 Employees
Phase 1/\$250 + Phase 2/\$250 + Phase 3/\$250	10+

- 3.3. Initial Rewards and gifts will be distribution schedule:

Phase 1 Payout = Within 30 days of a 1-year contract signed.
Phase 2 Payout = Within 60 days of a 1-year contract signed.
Phase 3 Payout = Within 90 days of a 1-year contract signed.

- 3.4. Rewards will be distributed in the form of pre-paid gift cards unless otherwise specified in writing. Red Diamond Information Services, LLC reserves the right to change the form of the reward at any time.
- 3.5. **Tax Implications:** Rewards may be considered taxable income. Depending on the reward amount, Red Diamond Information Services, LLC may be required to issue a Form 1099 to the Referrer. Referrers are responsible for any tax obligations related to their rewards.

4. Reward Distribution Details

- 4.1. Rewards will be distributed based on the conditions outlined in section 3.
- 4.2. The Referrer must provide accurate email and physical address details, along with contact information, to receive the reward.
- 4.3. If Red Diamond Information Services, LLC cannot reach the Referrer by phone or email to verify and send the reward, the Referrer may forfeit any compensation or reward at our sole discretion.

5. Program Restrictions

- 5.1. Self-referrals are not permitted. The Referrer cannot refer themselves, their own company, or any business entity they own or have a significant interest in.
- 5.2. The Referral must not be an existing or previous client of Red Diamond Information Services, LLC or have previously been referred by someone else.
- 5.3. Multiple Referrers cannot claim credit for the same Referral. In case of duplicate submissions, the first eligible Referrer will be credited.
- 5.4. **Referrals must not be made using spam or other unsolicited marketing methods. If the new client reports that unsolicited marketing was used, the submission will be deemed ineligible.**

6. Changes and Termination

- 6.1. Red Diamond Information Services, LLC reserves the right to change, suspend, or terminate the Program at any time, for any reason, without prior notice.
- 6.2. Any changes to the Program will be communicated through our website or via email to participants.

7. General Terms

- 7.1. By participating in the Program, the Referrer agrees to these Terms and Conditions, as well as our General Terms and Conditions and Privacy Policy located on our website at RedDiamondiS.com/Legal.
- 7.2. The decision of Red Diamond Information Services, LLC in any matter related to the Program is final and binding.
- 7.3. This Program is subject to all applicable laws and regulations and is void where prohibited.
- 7.4. **Non-Discrimination Clause:** Red Diamond Information Services, LLC does not discriminate based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. All participants are treated equally and fairly.

8. Privacy and Data Usage

- 8.1. Personal information collected as part of the Program will be used in accordance with Red Diamond Information Services, LLC's Privacy Policy located on our website at RedDiamondiS.com/Legal.