

# Oracle Global Referral Policy

Effective June 4, 2015

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Oracle is always looking for good people to join our team, and you can help. Research has shown, and our own experience supports, that new hires who come into a company through employee referrals are excellent contributors, stay with the company longer, and are a more cost effective recruit.

That's where you come in! When you refer someone who would be a good addition to Oracle, you may be eligible to receive a referral bonus if the candidate is hired. Referrals can be submitted via the Oracle Recruiting Cloud (Taleo) system or emailed to hiring managers/recruiters for open requisitions.

Be sure to read the Referral Policy below to understand the program rules, eligibility requirements and how to submit a referral.

## Referral Policy

Policy Effective Date: June 4, 2015

The Referral policy outlined in this document replaces any previous Referral policies and affects new referrals made as of the new policy effective date.

Referral eligibility decisions made between August 25, 2014 and the new referral policy effective date are eligible for review and could qualify for payment. To be reconsidered, a referral claim must be submitted in the [Referral Claims Application](#) within 60 calendar days of the new policy effective date. Claims that are submitted after 60 calendar days will not be reconsidered and the original decision will be final. Referrals made after the policy effective date are subject to the guidelines listed in this policy.

This policy may be amended in full or part, including the level of bonus as detailed in the table "[Region Payout Details](#)" below, by Oracle at any time at its sole discretion.

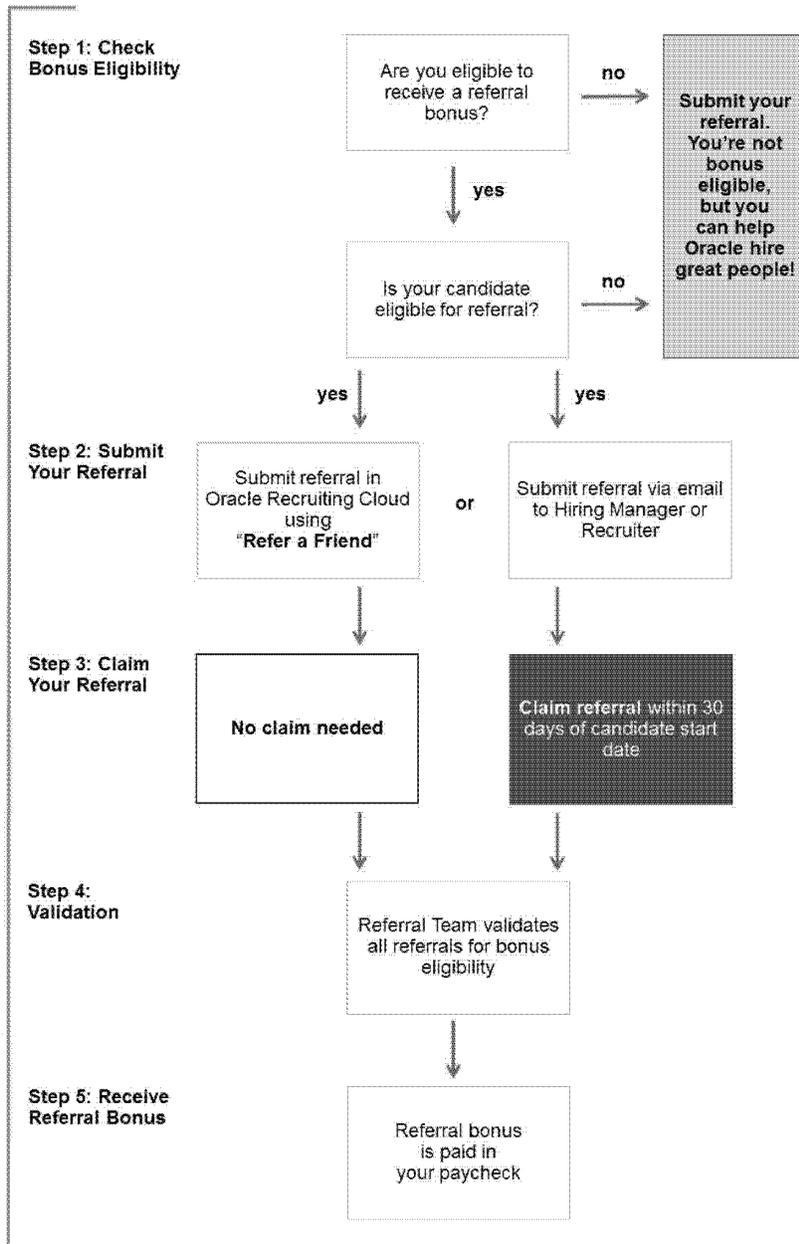
With respect to employees outside of the United States, this policy does not form any part of any employee's terms and conditions for employment.

### **Several factors combine to create a successful employee referral bonus submission and payment. To qualify for a referral bonus:**

- You must meet the eligibility requirements as the submitter
- Your referred candidate must meet the eligibility requirements and accept the position
- Your submission timing must pre-date the candidate's application or the recruiting team's identification of the candidate
- You must claim your referral bonus within the allowed timeframe if you submitted the referral by email
- Your referral submission document must be evaluated and deemed eligible for payout

The flowchart below, while it does not represent all requirements detailed within the policy, provides a high-level overview of eligibility requirements and process steps. Please review the policy in its entirety for all requirements.

**General referral process:**



**Program Rules**

Employee referrals for top-notch candidates are always welcome, but to receive a bonus, referrals must meet eligibility requirements and submissions must follow the referral process.

There are two approved methods for submitting a candidate referral:

- “Refer a Friend” through the **Oracle Recruiting** Cloud (Taleo) job search tool.
- **Email referral sent directly** to the **hiring manager** or **recruiter** listed on the requisition for the open position.

*Skip to [How to Submit a Referral](#)*

Either method of submission is acceptable; however, to be eligible for a referral bonus, the submitter must meet the [eligibility requirements](#) listed below and file a claim using the Referral Claims Application within 30 days of the candidate’s start date for email referrals. Referrals submitted through Oracle Recruiting Cloud (Taleo) are automatically reviewed and validated and, therefore, do not need to be submitted via the Referral Claims Application.

*Skip to [How to Submit a Claim](#)*

### Employee Eligibility Requirements

- Referring employee **must be** classified as an **active, regular employee** at the time the referral is made and when the referral bonus is submitted for payment on the local payroll cutoff date. Employees who are on a paid leave of absence are eligible for a referral bonus. (Note for Canada referring employees: Employees on a Personal leave of absence at the time of payment are not eligible; those on any other type of leave of absence remain eligible.)
- Referring employee **must not** be involved in the selection process.
- Employees in Human Resources who are classified as M4 level and above are **not** eligible for a referral bonus.
  - Human Resources employees who are classified as below M4 are eligible if the referral is not for their client group, the employee is not part of the hiring process, and the employee meets all of the other eligibility requirements.
- Referring employee is **not** classified as M6 level or above in any other non- human resources department.
- Referring employee is **not** classified as a Recruiting Organization employee.
  - Employees in the Recruiting Organization are not eligible for a referral bonus. In addition those who transfer from the Recruiting Organization to a different department are not eligible for a referral bonus for 2 years following the transfer.
- The referring employee **must not** be in violation of any obligations to a former employer in referring the candidate to Oracle, including but not limited to non-solicitation or inducement clauses in any valid contract between the referring employees and a former employer.

### Additional Details about Referral Eligibility

- Referred candidates submitted to hrweb, hrorg, hrhq, hroffers or any other distribution lists, through verbal conversations, instant communication, social media or any other communications are **not** eligible.

- Referrals submitted after the date the candidate has applied or has been matched to a requisition are **not** eligible.
- Employees who receive a candidate from their manager and then submit it as their own referral will **not** be eligible for payout.
- Candidates met through a promotional event such as a recruitment event or tradeshow where the referring employee was a paid representative of Oracle are **not** eligible.
- Referrals are **not eligible** if Oracle is obligated to pay a recruiting/temporary agency fee in connection with the hiring of the candidate.
- A referral is **not** eligible if the referring employee is a manager and the referred candidate is hired within their direct line of reports.
- Candidates introduced by the recruiting organization are **not** eligible for referral.
- The referring employee **must not** induce a candidate to join Oracle if they are aware that this will be in breach of any candidate's existing agreement with a prior employer, including but not limited to existence of a non-compete agreement between the candidate and a prior employer.
- Referral bonuses will **not** be paid for referrals between different global regions (APAC, NA, EMEA, LAD).
- Referred candidates **must** have at least 6 months of total work experience in order to be eligible (Freelancing and internship positions are not considered part of this experience).
- Referrals are accepted for regular employee positions **only**:
  - Campus hires are **not** eligible for payout regardless of campus program. Ireland and Spain BDC new graduate hires that fulfill the language requirements and meet the other eligibility requirements may be eligible per the [Referral Bonuses by Country](#) list.
  - A referral bonus will **not** be paid for temporary employees, contractors, interns, contract interns, or intern conversions to regular employees.
  - The referral of temporary or contract candidates may be eligible for payout if the candidate is converted to a regular employee under the same role as the candidate's temporary or contract role.
    - This conversion must occur within **1 year** of the start date of the temporary or contract assignment.
    - It is the responsibility of the referring employee to claim the referral and provide documentation of the referral within **30 calendar days** from the conversion date in the Referral Claims Application.
- Referrals are eligible for payout on external candidates.
  - Referrals for Internal Transfers, either within country or internationally, are **not** valid.
  - Referral bonuses between Oracle and any of its affiliates are **not** eligible for bonus; however, employee referrals made between Oracle and OFSS are eligible for bonus payout when all other conditions are met.
  - **Previous Oracle employees**, who have not been employed by Oracle **in the last 12 months** and are eligible for rehire, can be referred.

Skip to [How to Submit a Referral](#)

## Enhanced Referral Email Campaigns

At times, Oracle may run special referral programs to provide additional incentives for employee referrals. During these Enhanced Referral programs, submissions to the referral program email will be accepted **only** for the positions related to the enhanced program and during the period of time the program is running. Referrals submitted for positions not related to the enhanced referral campaign or after the enhanced program has expired are **not** valid. The employee claiming the referral **must** be able to provide email documentation that shows that the referring employee submitted the candidate directly to the Enhanced Referral Program email during the time in which the program was running. Documentation must indicate job code/job type/requisition number.

*Skip to [How to Submit a Referral](#)*

### Claiming a Referral:

Referrals that meet eligibility requirements will be considered valid for 1 year. After 1 year, a known candidate can be resubmitted by any eligible employee as a new referral.

- Referring employees will be eligible for payment on successfully placed candidates, if the recruitment process commences **within 1 year** of the original referral date.
- Referring employees who submit through email **must** complete the claims process within **30 calendar days** of the candidate's start date.

Referrals that are submitted through Oracle Recruiting Cloud (Taleo) do **not** require the employee to submit a referral claim. Those referrals will be processed based on their validity in the system.

Referrals submitted through email **must** be claimed through the Referral Claims Application (

[How to Submit a Claim](#)). It is the sole responsibility of the referring employee to complete and submit a referral claim. Referral claims made by hiring managers, recruiters or other employees on behalf of the referring employee are **not** eligible:

- Referral claims **must** be submitted with all necessary documentation through the [Referral Claims Application](#).
- Referral claims **must** be submitted within **30 calendar days** of the candidate's start date.
- Referrals submitted to the Referral Claims Application more than **30 calendar days** after the candidate's start date will **not** be eligible.

The Referral team will review all claims and documentation and will notify the referring employee on the status of their claim after the **30 calendar days** from the candidate's start date.

Skip to [How to Submit a Claim](#)

## Appendix

### Process Contacts

APAC:	<a href="mailto:referrals-apac_ww@oracle.com">referrals-apac_ww@oracle.com</a>
EMEA:	<a href="mailto:referrals-emea_ww@oracle.com">referrals-emea_ww@oracle.com</a>
Latin America:	<a href="mailto:referrals-lad_ww@oracle.com">referrals-lad_ww@oracle.com</a>
North America:	<a href="mailto:referral-helpdesk_us@oracle.com">referral-helpdesk_us@oracle.com</a>
India:	<a href="mailto:referrals-india_in@oracle.com">referrals-india_in@oracle.com</a>

### Referral Scenarios

These examples are here to assist in understanding how the referral team will analyze eligibility of specific referral scenarios:

- Candidates who are referred and meet eligibility guidelines are valid for one year. If a candidate is referred and the original referring employee's one year hold on the candidate has not expired then the referral will not be valid. In some cases a referral bonus may be split if one eligible referral is general and submitted via Oracle Recruiting and the other referral is submitted directly to the Hiring Manager.
- If the referred candidate was matched to the hiring manager's requisition by the recruiter prior to the date/time stamp of the referral email, the referral will **not** be eligible.
- If the candidate applied to the hiring manager's requisition prior to the date/time stamp of the referral email, the referral will **not** be eligible.
- If the referred candidate applied or was matched to a different requisition with the same hiring manager and job code prior to the date/time stamp of the referral email, the referral will **not** be eligible.
- If a candidate is referred by two employees to the same hiring manager for the same position, the referral team will review both referral claims. If both referrals meet all of the eligibility requirements, then the referral with the earliest time/date stamp will be paid. If both referrals are reviewed and only one referral meets the eligibility requirements, then the eligible referral will be paid.
- If the candidate was referred by email to one hiring manager and then forwarded to a different hiring manager for a different position; the referral will **not** be eligible for payout. When submitted by email, a referral is only eligible if the referring employee submits the referral directly to the hiring manager that will hire the candidate and references the open requisition number, job type or job code. If a candidate has completed a general application, but has not applied to a specific requisition and hiring manager, the candidate can be referred by email.

- If a candidate is referred by one employee as an eligible general referral within Oracle Recruiting Cloud (Taleo), and another employee refers the same candidate directly to a hiring manager who hires the candidate, the payout will be split between the two employees.
- If a candidate is referred by email to a specific hiring manager and requisition number, and the candidate is hired under the same hiring manager for a similar requisition, the referral will be valid. The requisition in which the referral is made must fall under the same job code or job type as the one the candidate is hired under.

## How to Submit a Referral

### Oracle Recruiting Cloud (Taleo) Referral Guidelines

- General referrals and position specific referrals are accepted in Oracle Recruiting Cloud (Taleo) if the referral meets all other eligibility guidelines.
- If there is a valid general referral submitted into Oracle Recruiting Cloud (Taleo) and another referral is submitted to a hiring manager via email, the payment will be split between the two referring employees.
- Referrals made into Oracle Recruiting Cloud (Taleo) must show as a valid referral in the system. Manually changing the source field to a value of referral does not qualify as a valid referral.

### Email Referral Guidelines

- Referrals submitted by email must include a resume/CV or include the candidate name/company they work for/current title and contact email and phone number.
- Referrals submitted by email must note either a specific requisition number or a specific job type/job code that the hiring manager is currently hiring for. General referrals are not accepted.
- If the hiring manager has multiple openings for the same job code, the referral will be valid for all similar requisitions under the same hiring manager that the referral was submitted to.
- If the hiring manager has access to a candidate because the candidate applied to the hiring manager's requisition or was added to the hiring manager's requisition by a recruiter before the referral is made (email date stamped), the referral is **not** eligible.
- If the referral is submitted via email, the **employee must** claim the referral within **30 calendar days of the candidate's start date**.
- The employee claiming the referral **must** be able to provide email documentation which shows that the referring employee submitted the candidate directly to the Hiring Manager or Recruiter. Documentation must indicate job code/job type/requisition number.

### Submit a General Referral in Oracle Recruiting Cloud (Taleo)

Referrals entered in Oracle Recruiting using the "Refer a friend" link on the Oracle Recruiting home page are General Referrals. Your referral will be entered into the candidate database, but will not be referred to a specific hiring manager or requisition. Click [here](#) for instructions on how to submit a job specific referral.

1. Under Employee Self Service, click Taleo Home.
2. On the right side of the Oracle Internal Career Page, find "Refer a friend." (You may need to scroll down.)
3. Click the link: **Submit a Friend's Profile**.
4. Confirm your Employee Information, click Save and Continue.
5. Enter in the candidate's email address in the space provided.
  - If you receive a message stating that the candidate is in the database and you would still like to make a referral, go to: Submit a Referral by Email.
6. Enter the candidate's referral information.
7. Attach the candidate's resume
8. Once you have completed your submission you will be directed to the "Thank You" page. Your referral has been submitted.

### Submit a Job Specific Referral in Oracle Recruiting Cloud (Taleo)

Referrals submitted in Oracle Recruiting against a specific position are Job Specific Referrals. Your referral will be sent to a specific hiring manager for a specific requisition.

1. Under Employee Self Service, click Taleo Home.
2. Click the requisition title you would like to submit a referral for.
3. On the right hand side of the job description, find "Refer a friend for this job."
4. Click the link: **Refer a friend**.
5. Review Oracle's Privacy Statement and click "I Accept" to continue.
6. Confirm your Employee Information, click Save and Continue.
7. Enter in the candidate's email address in the space provided.
  - If you receive a message stating that the candidate is in the database and you would still like to make a referral, go to: Submit a Referral by Email
8. Enter the candidate's referral information.
9. Attach the candidate's resume.
10. Once you have completed your submission you will be directed to the "Thank You" page. Your referral has been submitted.

### Submit a Referral by Email

Referrals may be submitted by email directly to a hiring manager or recruiter listed on the requisition. You **must** include the job title/ job code or requisition number that you want the referral to be considered for. For specifics on email eligibility, please refer to the requirements **Error! Reference source not found.** listed in the Referral Policy.

1. Locate the hiring manager or recruiter information. This information can be located at the bottom of the requisition listed on the internal employee careers page.
2. Submit an email to the hiring manager or recruiter with the following information:

- Required: Candidate's **first and last name**
  - Required: Candidate's **email or phone number**
  - Required: **Job Title/Job Code/ Requisition Number** the submission is for
  - Required: A Candidate's CV/resume or the name of company they work for/current title
3. Save the sent email as proof that you have submitted the referral because it is required for the claims process. The email will need to show the date/time in which the email was sent to the hiring manager. This documentation is required in order to receive payout for the referral.

If the candidate you submitted is hired you must claim the referral within 30 calendar days of the candidate's start date. Referrals submitted by email **must** be claimed through the [Referral Claims Application](#).

### Submit a Referral for an Enhanced Referral Program

Referrals can be made to an Enhanced Referral Program by email only during the time in which the enhanced program is running and only for positions that relate to that specific program. For specifics on Enhanced Referral Campaigns, refer to the [Enhanced Referral Email Campaigns](#) section of the Referral Policy.

1. Submit an email to the Enhanced Referral email address with the following information:
  - Required: Candidate's **first and last name**
  - Required: Candidate's **email or phone number**
  - Required: **Job Title/Job Code/ Requisition Number** the submission is for
  - Required: A Candidate's CV/resume or the name of company they work for/current title
2. Save the sent email as proof that you have submitted the referral because it is required for the claims process. The email will need to show the date/time in which the email was sent to the Enhanced Referral email address. This documentation is required in order to receive payout for the referral.

If the candidate you submitted is hired you must claim the referral within 30 calendar days of the candidate's start date. Referrals submitted by email **must** be claimed through the [Referral Claims Application](#).

### How to Submit a Claim

Referrals that are submitted by email either to a hiring manager/ recruiter or to an Enhanced Referral Program email address must be claimed through the [Referral Claims Application](#). To be eligible, the claim must be submitted within **30 calendar days** of the candidate's start date.

#### To Submit a Claim:

1. Open the [Referral Claims Application](#).
2. Login with your SSO.
3. Click **Create** to start a new claim.
4. Fill in the required fields.
5. Click **Browse** to add an Attachment:

For your claim to be reviewed, you **must** attach the referral email that was sent to the hiring manager, recruiter or Enhanced Referral Program email. The file **must** show the date & time that the original referral email was sent. The file can be the actual email, a PDF of the email or a screen shot of the email. This file **must** be in one of the following formats: \*.htm, \*.html, \*.msg, \*.eml, \*.pdf, \*.jpeg. Cutting and pasting emails into a Word doc will not be accepted.

Additional documentation can be attached, but only the original referral email is **required**. Claims that do not include the original referral email will not be accepted.

6. Click Save File.
7. Click **Submit**.

Your claim has been submitted. Referral claims will not be reviewed until the 30 day period after the start date has expired. The Referral team will review your claim and the additional documentation and will notify you of the status of your claim once all documentation and eligibility guidelines have been reviewed.

#### To Update a Claim:

1. Open the [Referral Claims Application](#).
2. Login with your SSO.
3. Click the pencil in front of the claim you want to edit.
4. Click **Browse** to add additional Attachments.
5. Click Save File.
6. Click **Submit**.

You will receive an alert that your claim has been updated. Referral claims will not be reviewed until the 30 day period after the start date has expired. The Referral team will review your claim and the additional documentation and will notify you of the status of your claim once all documentation and eligibility guidelines have been reviewed.

## Payment Information

Referrals **must** meet eligibility guidelines in order to receive a bonus payout. The bonus will appear in the referring employee's paycheck at the first applicable payroll run and after a decision is made on the referral claim. Decisions on referral claims will not be made until 30 days after the referral has started. Bonus payout may be delayed due to additional investigations, local payroll cutoff schedules or internal processing. All referral bonuses are paid in local currency and are subject to local taxes.

Click [here](#) for a list of referral bonuses by country.

## Payment of Bonus across Countries

If a referral takes place between two different global regions (APAC, NA, EMEA, LAD), the referral is not eligible for payment.

- The referring employee must be in the same region as the referred candidate on the candidate's start date. If documentation is provided that shows that the referring employee and the referral were located in the same region at the time of the referral, the referring employee will receive the lower referral bonus of either the referring employee's current country or the country in which the referral was hired in.
- If the referring employee refers a candidate to a different country, the referring employee will receive the lower bonus between the two countries.
- If the referral is part of an Enhanced Referral Program, the referring employee will need to review the terms and conditions of the event for location eligibility.

## Region Payout Details

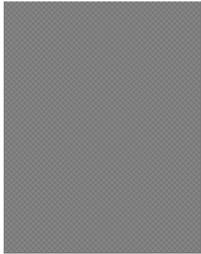
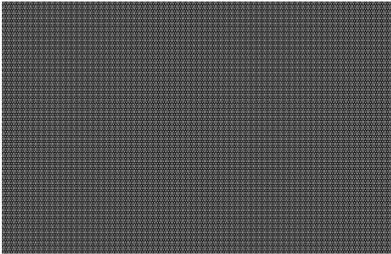
Region	Country	Local Currency	Amount
EMEA <a href="#">(back to top)</a>			
	Albania	ALL	
	Algeria	DZD	
	Austria	EUR	
	Azerbaijan	AZN	
	Bahrain	BHD	
	Belarus	BYR	
	Belgium	EUR	
	Bosnia – Herzegovina	BAM	

Botswana	BWP	
Bulgaria	BGN	
Cameroon	XAF	
Croatia	HRK	
Cyprus	EUR	
Czech Republic	CZK	
Denmark	DKK	
Egypt	EGP	
Estonia	EUR	
Ethiopia	ETB	
Finland	EUR	
France	EUR	
Germany	EUR	
Ghana	GHS	
Greece	EUR	
Hungary	HUF	
Iceland	ISK	
Iran	IRR	
Iraq	IQD	
Ireland - All other roles	EUR	
Ireland (OD BDG NL, BE, FI, NO, DE)	EUR	
Ireland (OD or OU Sales/Presales NL, BE, FI, NO, DE)	EUR	
Ireland (BDC new graduates - add'l Language Skills)	EUR	
Israel	ILS	
Italy	EUR	
Ivory Coast	XOF	
Jordan	JOD	
Kazakhstan	KZT	
Kenya	KES	
Kosovo	EUR	
Kuwait	KWD	
Latvia	LVL	

Lebanon	LBP	
Liberia	LRD	
Libya	LYD	
Lithuania	LTL	
Luxembourg	EUR	
Macedonia	EUR	
Madagascar	MGA	
Malta	EUR	
Mauritius	MUR	
Montenegro	EUR	
Morocco	MAD	
Netherlands	EUR	
Nigeria	NGN	
Norway	NOK	
Oman	OMR	
Poland	PLN	
Portugal	EUR	
Qatar	QAR	
Romania	RON	
Russia	RUB	
Saudi Arabia	SAR	
Serbia	RSD	
Slovakia	EUR	
Slovenia	EUR	
South Africa	ZAR	
Spain	EUR	
Spain (OD DE)	EUR	
Spain (BDC new graduates - add'l Language Skills)	EUR	
Sudan	SDP	
Sweden	SEK	
Switzerland	CHF	

	Tanzania	TZS	
	Tunisia	TND	
	Turkey	TRY	
	UAE	AED	
	Uganda	UGX	
	Ukraine	UAH	
	UK	STG	
	Zambia	ZMK	
	Zimbabwe	ZWD	
<b>JAPAC</b> ( <a href="#">back to top</a> )			
	Australia ICO, IC1:	AUD	
	Australia IC2, IC3, IC4, M1, M2, M3:	AUD	
	Australia IC5, M4, M5, M6:	AUD	
	Bangladesh	USD	
	China (Non-managerial positions)	RMB	
	China (Managerial positions)	RMB	
	Hong Kong (Non-managerial positions IC level)	HKD	
	Hong Kong (Managerial positions)	HKD	
	India ICO (6 months or more total years of experience) / Transaction/BPO positions(non-technical/non-managerial), GHS positions	INR	
	India - All Technical Professionals with 6 months or more relevant experience	INR	
	India IC1 and above all non-technical positions	INR	
	India OFSS BPO/KPO – IC1	INR	
	India OFSS BPO/KPO – IC2, M1	INR	
	India OFSS BPO/KPO – IC3, M2	INR	
	India OFSS BPO/KPO – IC4, M3 and above	INR	
	Indonesia Administrative position	IDR	
	Indonesia Management position	IDR	
	Indonesia Professional position	IDR	
	Japan (Oracle Information System / Oracle Japan)	JPY	
	Korea	KRW	

Malaysia	RM\$	
Nepal	USD	
New Zealand Admin positions (IC0-IC1 levels)	NZ\$	
New Zealand Professional positions	NZ\$	
New Zealand Managerial positions	NZ\$	
Pakistan Non-Managerial	USD	
Pakistan Managerial	USD	
Philippines	PHP	
Singapore	SGD	
Sri Lanka	USD	
Taiwan Non-managerial	NT\$	
Taiwan Managerial	NT\$	
Thailand Non-managerial	THB	
Thailand Managerial	THB	
Vietnam Non-managerial	USD	
Vietnam Managerial	USD	
<b>LAD</b> ( <a href="#">back to top</a> )		
Argentina	Peso ARS	
Brazil	Real BRL	
Chile	Peso CLP	
Colombia	Peso COP	
Costa Rica	Colon CRC	
Mexico	Peso MXN	
Peru	Nuevo sol - PEN	
Puerto Rico	USD	
Uruguay	UYU	
Venezuela	VEF	
<b>North America</b> ( <a href="#">back to top</a> )		
Canada (plus \$500 more if the candidate falls into any 3 of the 4 Employment Equity target groups, <a href="#">click here for details</a> )	CAD	
USA	USD	



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