

TERMS AND CONDITIONS OF BUSINESS

Recruitment Services

These Terms are deemed to have been accepted by the Client when a candidate introduced to the Client by PARecruit is interviewed, assigned or employed by the Client.

- Introduction of Permanent Staff - Staff Fee
- Introduction of Contractors for Client assignment - Finders Fee.

The Company's standard fee for the introduction of a candidate is 17.5% of the candidate's starting salary plus any other guaranteed emoluments payable within the first year of employment. Finders Fee will be agreed at 15% of hourly rate, for a minimum of 90 days and for the duration of the assignment unless otherwise agreed in writing.

The fee is payable by the Client, any subsidiary or associated company when an appointment is made as a result of a direct or indirect introduction of the candidate by the Company to the Client within one year of that introduction.

1. Customised and Retained Campaigns

For recruitment campaigns involving advertising, interview selection or executive search, fees will be negotiated and confirmed in writing on an individual basis as follows:

- Recruitment Advertising - fees are based on the estimated first year remuneration and the level of pre-selection required by the Client. For a full pre-selection service these will be 20% of the estimated first year remuneration payable in three stages - initial payment of one third on authorisation to proceed (non-refundable), one-third on presentation of a short list of pre-selected candidates and the balance on appointment. For campaigns involving a number of appointments, volume discounts on the placement fee can be negotiated on an individual basis.
- Advertising Response Handling - fees are dependent on the Company's fulfilment obligations and estimated volume of response. These will be payable in two stages - initial handling fee (non-refundable) plus a nominal charge per response.

2. Advertising

Advertising costs will be agreed between the Company and the Client prior to authorisation to proceed with a recruitment advertising campaign. All fees relating to advertising will be charged to the Client at cost.

3. Expenses

The Client will reimburse candidates' interview expenses in accordance with their normal personnel procedures.

For campaigns requiring pre-selection interviews by the Company on behalf of the Client, candidate and consultant interview expenses relating to the campaign will be charged to the Client at cost. Any significant expenditure will be agreed with the Client in advance.

4. Invoices

The Company will invoice the Client for all fees due and, where appropriate, interview expenses incurred as a result of the campaign upon receipt of written acceptance of the position by the candidate or the date that the candidate commences employment with the

Client, whichever is the earlier. The Client agrees to notify the Company immediately an offer of employment has been formally accepted.

Invoices will be paid within Fifteen days from invoice date.

5. Confidentiality

All candidate introductions are confidential. The Company advises all candidates that there will be no discussions regarding their application with anyone except the Client and no references will be sought without their prior permission. The Client is also bound by this agreement.

The passing of information on candidates introduced to the Client by the Company to another employer which results in an appointment renders the Client liable to the standard placement fee as set out in section 1.

6. Liability

The Company endeavours to ensure the suitability of any candidate introduced to the Client. However, the Client shall satisfy its self as to the suitability of any candidate and shall take up references provided by the candidate and/or the Company before engaging the candidate.

The Client shall be responsible for obtaining work permits and visas and investigations into medical history as appropriate.

The Company shall not be liable to the Client for any indirect or consequential losses including loss of revenue, anticipated profit and claims by third parties which may arise from the Company seeking a candidate for the Client or the engagement of such a candidate.