

## Source Group International GmbH

a company incorporated in Switzerland  
and whose registered office is at Bösch 106, 6331 Hünenberg ("the Employment Agency");

### Standard Terms of Business

#### Introduction of Candidates to Clients for Direct Employment/Engagement

#### 1. Definitions

In these Terms -

- 1.1 **"Client"** means the person, firm or corporate body to whom the Employment Agency Introduces a Candidate;
- 1.2 **"Candidate"** means the person Introduced by the Employment Agency to the Client for an Engagement including, but not limited to any officer or employee of the Candidate if the Candidate is a limited company, any member or employee of the Candidate if the Candidate is a limited liability partnership, and members of the Employment Agency's own staff;
- 1.3 **"Engagement"** means the engagement, employment or use of the Candidate by the Client or by any Third Party to whom or to which the Candidate was Introduced by the Client (whether with or without the Employment Agency's knowledge or consent) on a permanent or temporary basis, howsoever engaged (whether directly or indirectly); and "Engages" and "Engaged" shall be construed accordingly;
- 1.4 **"Introduction"** means -  
a) the interview of a Candidate in person or by telephone; or  
b) the passing of a curriculum vitae or information about the Candidate.  
The time of the Introduction shall be taken to be the earlier of (a) and (b) above; and "Introduced" and "Introduces" shall be construed accordingly;
- 1.5 **"Regulations"** means the Conduct of Employment Agencies and Employment Businesses Regulations 2003; and references to a particular Regulation are references contained therein;

#### **"Remuneration"**

- 1.6 includes base salary or fees, guaranteed and/or anticipated bonus and commission earnings, allowances, inducement payments, shift allowances, location weighting and call-out allowances, the benefit of a company car and all other payments or emoluments payable to or receivable by the Candidate for services rendered to or on behalf of the Client. Where the Client provides a company car, a notional amount of CHF 7'000 will be added to the salary in order to calculate the Employment Agency's fee;
- 1.7 **"Terms"** means these Terms of Business as further defined with clause 2;
- 1.8 **"Third Party"** means any company or person who is not the Client.

#### 2. These Terms

- 2.1 These Terms constitute the entire agreement between the Employment Agency and the Client in relation to the subject matter hereof and are deemed to be accepted by the Client and to apply by virtue of (a) an Introduction to the Client of, or the Engagement by the Client of, a Candidate or (b) the passing of information about the Candidate by the Client to any Third Party or (c) the Client's interview or request to interview a Candidate or (d) the Client's signature at the end of these Terms or (e) any other written expressed acceptance of these Terms. For the avoidance of doubt, these Terms apply whether or not the Candidate is Engaged by the Client for the same type of work as that for which the Introduction was originally effected.
- 2.2 These Terms supersede all previous agreements between the parties in relation to the subject matter hereof.
- 2.3 These Terms prevail over any other terms of business or purchase conditions put forward by the Client.
- 2.4 The Client authorises the Employment Agency to act on its behalf in seeking Candidates and, if the Client so requests, shall advertise for such Candidates through such methods as are agreed with the Client.
- 2.5 For the purposes of these terms, the Employment Agency acts as an employment agency as defined within the Regulations.

#### 3. Obligations of the Employment Agency

- 3.1 The Employment Agency shall use reasonable endeavours to introduce one or more suitable Candidates to meet the requirements of the Client for any particular vacancy. The Employment Agency cannot guarantee to find a suitable Candidate for each vacancy. Without prejudice to clause 3.2 below, the Employment Agency shall use reasonable endeavours to ascertain that the information provided by the Employment Agency to the Client in respect of the Candidate is accurate.
- 3.2 The Employment Agency accepts no responsibility in respect of matters outside its knowledge and the Client must satisfy itself as to the suitability of the Candidate.

#### 4. Client Obligations

- 4.1 The Client shall satisfy itself as to the suitability of the Candidate. The Client is responsible for obtaining work permits and/or such other permission to work as may be required, for the arrangement of medical examinations and/or investigations into the medical history of any Candidate, and satisfying other requirements, qualifications or permission required by

- law of the country in which the Candidate is engaged to work.
- 4.2 To enable the Employment Agency to comply with its obligations under clause 3 the Client undertakes to provide to the Employment Agency details of the position which the Client seeks to fill, including the type of work that the Candidate would be required to do; the location and hours of work; the experience, training, qualifications and any authorisation which the Client considers necessary or which are required by law or any professional body for the Candidate to possess in order to work in the position; and any risks to health or safety known to the Client and what steps the Client has taken to prevent or control such risks.
- 4.3 The Client shall provide details of the date the Client requires the Candidate to commence work, the duration or likely duration of the work; the minimum rate of remuneration, expenses and any other benefits that would be offered; the intervals of payment of remuneration and the length of notice that the Candidate would be entitled to give and receive to terminate the employment with the Client.
- 4.4 The Client shall inform the Employment Agency of any information it has that suggests it would be detrimental to the interests of either the Client or the Candidate for the Candidate to work in the position which the Client seeks to fill.
- 4.5 The Client shall inform the Employment Agency within 3 Working Days where it receives details of a Candidate from the Employment Agency which it has already received from another agency in relation to the same vacancy. If no such notification is given by the Client then, in the event of an Engagement, the Client agrees the Employment Agency is entitled to charge a fee in accordance with clause 5.2.
- 4.6 The Client agrees to -
- notify the Employment Agency as soon as possible (and in any event, not later than 7 days from the date of the offer or from the date the Engagement takes effect; whichever is earlier) of any offer of an Engagement which it makes to the Candidate; and
  - notify the Employment Agency immediately that its offer of an Engagement to the Candidate has been accepted and to provide details of the Remuneration to the Candidate; and
  - pay the Employment Agency's fee within the period set out under clause 6.1.
- 4.7 The Client shall not, and shall not seek to cause the Employment Agency to, unlawfully discriminate in relation to the services provided by the Employment Agency to the Client in connection with these Terms and shall disclose any and all information requested by the Employment Agency in the event a Candidate makes a complaint to the Employment Agency.
- 5. Charges/Fees**
- 5.1 Introductions of Candidates are confidential. Where the Client discloses to a Third Party any details regarding a Candidate Introduced to the Client by the Employment Agency that Third Party subsequently Engages the Candidate within 3 months from the date of the Engagement, the Client shall pay the Employment Agency's fee as set out in clause 5.3. and there shall be no entitlement to any rebate or refund to the Client or to the Third Party.

- 5.2 The Client shall pay the Employment Agency a fee calculated in accordance with clause 5.3 where it Engages, whether directly or indirectly, any Candidate Introduced by or through the Employment Agency within 3 months from the date of the Engagement.
- 5.3 The fee shall be calculated as a percentage of the Candidate's Remuneration applicable during the first 12 months of the Engagement (as set out in the table below). The Employment Agency will charge VAT on the fee where applicable.

Percentage payable as the fee, calculated from candidate's remuneration
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25% for salaries up to CHF100,000 per year 27.5% for salaries above CHF 100.000 per year
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- 5.4 Where the amount of the actual Remuneration is not known or disclosed, the Employment Agency will charge a fee calculated in accordance with clause 5.3 on the maximum level of remuneration applicable for the position or type of position the Candidate had been originally submitted to the Client for and/or comparable position in the general marketplace.
- 5.5 Where the Engagement is for a fixed term of less than 12 months, the fee in clause 5.3 will apply. Where the Engagement is extended beyond the initial fixed term or where the Client re-Engages the Candidate within 12 months from the date of planned or actual termination (as applicable) of the first Engagement, the Client shall pay a further fee based on the Remuneration applicable for the period of Engagement following the initial fixed term period up to the termination of the second Engagement or until the Candidate has been engaged for a total of one year.
- 5.6 Charges incurred by the Employment Agency at the Client's written request in respect of advertising or any other matters will be charged to the Client in addition to the fee and such charges will be payable whether or not the Candidate is Engaged.

**6. Invoices**

- 6.1 Except in the circumstances set out in clause 5.1, 5.6 and 5.7 no fee is incurred by Client until they received the signed contract of employment from the candidate; whereupon Employment Agency will render an invoice to Client for its fees.
- 6.2 Employment Agency shall raise invoices upon Candidates acceptance of Client's offer of Engagement as determined by signature of an offer letter or contract, in respect of the charges payable and Client agrees to pay the amount due within 30 days of the date of the invoice.
- 6.3 All invoices will be deemed to be accepted in full by the Client in accordance with the payment terms stated within clause 6.1 unless the Client notifies the Employment Agency in writing within 5 days of the amount the Client disputes and the reason the Client disputes that amount. In the event the Client does so notify the Employment Agency that it wishes to dispute part of an invoice, the Client shall pay the undisputed part of the invoice within the agreed payment terms and shall co-operate fully with the Employment Agency in order to resolve the dispute as quickly as possible.

6.4 The Employment Agency reserves the right to charge interest on invoiced amounts overdue.

## 7. Replacements

- 7.1 The following conditions of termination shall apply providing that Company is in writing within seven (7) days of termination of a Candidate employed by Client (i.e the termination date of the employment contract), the relevant invoice for Introduction Fee was paid within thirty (30) days of invoice date, and termination is not due to redundancy, or liquidation, bankruptcy, dissolution or amalgamation of client or any known act, omission, or fault of Client, or significant changes to structure of team or job content: if terminated (i.e the termination date of the employment contract) within the first 12 weeks of the commencement of employment, the Company shall endeavour to replace the individual by providing a further three (3) suitable Candidates. A Suitable candidate is deemed to be a Candidate that fits the original job specification and is invited to interview by the client.
- 7.2 The Company will be deemed to have fulfilled the replacement conditions provided a minimum of one (1) Candidate is requested for final interview; or
- Process from first (1st) to final interview takes longer than six (6) weeks; or
  - If the Client puts the position on hold, changes the original job specification, restructures internally, closes the position or Client is unable to interview Candidates for a period of three (3) months or more.
- 7.3 In the event that the Remuneration for the replacement Candidate is greater than the initial Remuneration then the difference in the Introduction Fee will be invoiced and payable by Client.
- 7.4 In the event that the Client engages a Candidate who subsequently does not commence employment ( a no-show) the Company shall provide a suitable replacement Candidate in accordance to clause 7.

## 8. Liability and Indemnity

- 8.1 The Employment Agency shall not be liable under any circumstances for any loss, expense, damage, delay, costs or compensation (whether direct, indirect or consequential) which may be suffered or incurred by the Client arising from or in any way connected with the Employment Agency seeking a Candidate for the Client or from the Introduction or Engagement of any Candidate by the Client or from the failure of the Employment Agency to introduce any Candidate or from the Client's disclosure to a Third Party of any details regarding a Candidate.
- 8.2 Notwithstanding clause 8.1 above, nothing in these Terms shall be deemed to exclude or restrict any liability of the Employment Agency to the Client for personal injury or death.
- 8.3 The Employment Agency shall not be liable for failure to perform its obligations under these Terms if such failure results by reason of any cause beyond its reasonable control.
- 8.4 The Client shall indemnify and keep indemnified the Employment Agency against any costs (including legal costs), claims or liabilities incurred directly or indirectly by the Employment Agency arising out of or in

connection with these Terms including (without limitation) as a result of -

- any breach of these Terms by the Client or by its employees or agents; and/or
- any breach by the Client or Third Party, or any of its employees or agents, of any applicable statutory provisions (including, without limitation, any statutory provisions prohibiting or restricting discrimination or other inequality of opportunity, immigration legislation and the Regulations); and/or
- any unauthorised disclosure of a Candidate details by the Client or Third Party, or any of its employees or agents.

## 9. Termination

- 9.1 These Terms may be terminated by either party by giving to the other immediate notice in the event that either the Employment Agency or the Client goes into liquidation, becomes bankrupt or enters into an arrangement with creditors or has a receiver or administrator appointed or where the Employment Agency has reasonable grounds to believe the Client will not pay the Employment Agency's invoice within the payment terms agreed within clause 6.1.

## 10. Equal Opportunities

- 10.1 The Employment Agency is committed to equal opportunities and expects the Client to comply with all anti-discrimination legislation as regards the selection and treatment of Candidates.

## 11. Confidentiality

- 11.1 All information contained within these Terms shall remain confidential and the Client shall not divulge it to any Third Party save for its own employees and professional advisers and as may be required by law.
- 11.2 The Client shall not without the prior written consent of the Employment Agency provide any information in respect of the Candidate to any Third Party whether for employment purposes or otherwise.

## 12. General

- 12.1 Any failure by the Employment Business to enforce at any particular time any one or more of these Terms shall not be deemed a waiver of such rights or of the right to enforce these Terms subsequently.
- 12.2 Headings contained in these Terms are for reference purposes only and shall not affect the intended meanings of the clauses to which they relate.
- 12.3 No provision of these Terms shall be enforceable by any person who is not a party to it.
- 12.4 If any provision, clause or part-clause of these Terms is held to be invalid, void, illegal or otherwise unenforceable by any judicial body, the remaining provisions of these Terms shall remain in full force and effect to the extent permitted by law.
- 12.5 Any reference to legislation, statute, act or regulation shall include any revisions, re-enactments or amendments that may be made from time to time.

## 13. Notices

- 13.1 Any notice required to be given under these Terms (including the delivery of any information or invoice) shall be delivered by hand, sent by facsimile, e-mail or prepaid first class post to the recipient at its fax



number or address specified in these Terms (or as otherwise notified from time to time to the sender by the recipient for the purposes of these Terms).

- 13.2 Notices shall be deemed to have been given and served -
- a) if delivered by hand, at the time of delivery if delivered before 5.00pm on a business day or in any other case at 10.00am on the next business day after the day of delivery; or
  - b) if sent by facsimile or e-mail, at the time of despatch if despatched on a business day before 5.00 p.m. or in any other case at 10.00 a.m. on the next business day after the day of despatch, unless the transmission report indicates a faulty or incomplete transmission or, within the relevant business day, the recipient informs the sender that the facsimile or e-mail message was received in an incomplete or illegible form; or
  - c) if sent by prepaid first class post, 48 hours from the time of posting.

**14. Variation**

14.1 No variation or alteration of these Terms shall be valid unless approved in writing by the Client and the Employment Agency.

**15. Applicable Law**

These Terms shall be construed in accordance with Swiss Law and the parties submit to the exclusive jurisdiction of the Court of Zug.

**Confirmation of Agreement**

**Client Signature** For and on behalf of:  
«\${clientCorporation.name?:"}»

Print Name

Title

Date

**Employment Business Signature** For and on behalf of **Source Group International GmbH**

Print Name

Title

Date





**Source Group International GmbH**  
a company incorporated in Switzerland and whose registered office is at Bösch 106, 6331 Hünenberg

Part of Source  
Group International  
GmbH.