

TERMS OF BUSINESS (PERMANENT)

Conditions for the hire of permanent staff between Perfect Links (acting as an Employment Agency) and the Client, for the introduction of permanent Candidates.

1. Definitions

In these Terms of Business ('the Permanent Terms'):-

- a) 'Appointment' (and related expressions) means employment or use in the following circumstances:
 - I. under a contract of service or for services ;or
 - II. under an agency, licence, franchise or partnership; or
 - III. in a joint venture agreement or arrangement.
- b) 'Candidate' means a person introduced by Perfect Links to the client (including without limitation any temporary worker introduced).
- a) The 'Client' means the person or organisation to whom a Candidate is introduced.
- b) Reference to the singular includes the plural and reference to the masculine includes any gender and vice versa.
- c) 'Regulations' means the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (as amended from time to time). Where a vehicle is provided for the candidate's domestic use, then the sum of £5000 shall be added to the numeration.
- d) 'Remuneration' means all payments, bonuses, commission, profit sharing, London weighting allowance, benefits in kind and any other payment arising from the engagement and whether payable to the candidate or to a third party (including, without limitation, a limited company connected with the candidate). The following terms apply where the Candidate introduced for engagement by the Client where the Client will be paying the Candidate's remuneration to them. In these circumstances Perfect Links will be acting as an agency within the meaning of the Regulations.
- e) 'Employment Agency' means an employment agency as defined in the Regulations.

2. Introduction

A Candidate is introduced to the Client when Perfect Links supplies, orally or in writing, any information about the Candidate. A Candidate shall be deemed to have been introduced to the Client unless within 72 hours (excluding weekends and bank holidays) of delivery to the Client of sufficient information to enable it to identify the Candidate or, if later, at the first interview of the Candidate, the Client notifies Perfect Links in good faith that the Candidate is already known to it

3. How a client accepts these terms of business

A Client will accept these Terms of Business by interviewing, appointing or continuing to appoint a Candidate introduced by Perfect Links, or by passing any information about a Candidate to any third party following an introduction. These terms shall apply to the exclusion of any conditions of purchase or similar terms of the Client.

4. How the introduction fee is calculated

The fee payable by the Client to Perfect Links for the introduction of a Candidate who subsequently accepts an appointment is 20% of the appointed Candidate's annual Remuneration. The fee is payable for any appointment that takes place within nine months of the original introduction. An introduction fee is still payable if the Candidate is appointed in a position other than the one originally intended. No charge whatever is made to the Candidate. All fees are subject to VAT. Perfect Links may alter this scale from time to time and, if appropriate, the Client will be advised in writing.

5. When the client pays the introduction fee

The Client must notify Perfect Links immediately they appoint a Candidate whom Perfect Links has introduced. The Client must also inform Perfect Links of the agreed salary details. The Introduction Fee must be paid within two weeks of the date of the invoice and if not paid within such period then Perfect Links shall be entitled to charge interest on any accounts which remain outstanding at the rate of 0.5% of the original amounts each full week until the account is settled

6. Suitability and references

- a) In accordance with the requirements of the Regulations, Perfect Links will not introduce a Candidate to the Client without first obtaining confirmation of their identity, that they are willing to work in the position to which the Client wishes to appoint them ('Position') and that they have the experience, training, qualifications and any authorisation which the Client considers necessary for the Position or which are required by law or any professional body.
- b) The information which Perfect Links has obtained under paragraph (a) above will be provided to the Client when a Candidate is introduced. Where the information is not given in paper form or by electronic means then it will be provided in such means no later than the third business day thereafter, unless the Candidate had been supplied to the Client in the previous five business days and the information had already been supplied to the Client.
- c) Perfect Links will not introduce a Candidate to the Client unless it has taken all reasonably practicable steps to ensure that the Client and the Candidate are aware of any requirements imposed by law or any professional body which must be satisfied to enable the Candidate to working the Position. Perfect Links will also make such enquiries as are reasonably practicable to ensure that it would not be detrimental to the interests of either party for the Candidate to working the Position.
- d) To enable Perfect Links to comply with its obligations under the Regulations, the Client must provide Perfect Links with sufficient information to enable it to select a suitable Candidate for the Position which must include the date on which the Client requires the Candidate to commence work and (if the Appointment is for a fixed period) the likely duration; the nature of the work, the location, hours and any risks to health and safety known to the Client and the steps taken to control such risks; details of the experience, training, qualifications and any authorisations which the Client considers necessary, or which are required by law or any professional body for the Candidate to possess to working the Position; details of any expenses payable.
- e) The Client will also inform Perfect Links of the minimum rate of remuneration and other benefits for the Position, the intervals of pay and the notice required to terminate the appointment.
- f) Notwithstanding the above, the Client must satisfy itself as to the suitability of the Candidate and the Client shall take up such references provided to the Client by Perfect Links or the Candidate before appointing the Candidate. The Client is responsible for obtaining work permits and/ or such other permission to work as may be required, for the arrangement for medical examinations and /or any investigations in to the medical history of the Candidate and satisfying any medical or other requirements, qualifications or permission required by law applicable to the Appointment.
- g) Perfect Links will take all reasonably practicable steps to obtain copies of any relevant qualifications or authorisations and two references from persons not related to the Candidate who have agreed that the references they provide may be disclosed to the Client. Perfect Links shall offer to provide copies of such information to the Client and if it is unable to obtain any of the above information then it shall inform the Client of the steps it has taken to obtain it.

7. Rebate entitlement

Subject to the invoice being paid in full by the due date the following rebate guarantees will apply. If the Candidate's appointment comes to an end for what ever reason other than Redundancy within 12 working weeks from the start date, the Client must notify Perfect Links in writing and Perfect Links will refund on a rebate scale:

0-2 weeks	100%
3-5 weeks	50%
6-8 weeks	25%
9-12 weeks	10%

less £75 plus administration fee (plus vat)

If within nine calendar months of the termination of the appointment the candidate is reappointed by the Client (other than as a Temporary Worker provided by Perfect Links) then an introduction fee shall be due in accordance with these terms in respect of that appointment.

8. The availability of Perfect Links candidates

Perfect Links does not guarantee that a Candidate is available to accept any appointment.

9. Introduction of a Perfect Links candidate to a third party

The introduction of a Candidate by Perfect Links is confidential. The Client must not, directly or indirectly, transfer or introduce a Perfect Links Candidate to any other person, school, firm or company where they are subsequently appointed in permanent or temporary position within nine months from the date of the introduction by the Candidate to the Client by Perfect Links. If this happens the Client will have to pay Perfect Links the full introduction fee for the appointment as if the Client itself had appointed the Candidate. In these circumstances, there is no rebate entitlement in clause 7 of these conditions shall not apply.

10. Appointment of Perfect Links Ltd employees

The Client will not employ or seek to employ any employees of Perfect Links. In the event that the Client does employ, either directly or indirectly, an employee of Perfect Links within 6 months of the employee's termination of employment with Perfect Links then the Client will be liable to pay an introduction fee in accordance with clause 4 of these terms.

11. Liability for loss or damage

Under no circumstances is Perfect Links liable for loss, damage or expense suffered or incurred by the Client or any other person, school or company from the introduction or subsequent appointment of a Candidate save for death or personal injury caused by Perfect Links own negligence.

12. Data protection

The Client and Perfect Links will use and process personal data for recruitment purposes only and in accordance with UK Data Protection Legislation. To improve Perfect Links service to the Client through training, communications with Perfect Links may be monitored or recorded. If the Client prefers not to be contacted or receive further information from Perfect Links, it must contact its local Perfect Links office.

13. Copyright

Perfect Links retains copyright in all advertising and other material produced by it which may not be copied or otherwise reproduced by the Client, whether in whole or in part, without the prior written consent of Perfect Links.

14. Alterations

No variation can be made to these Terms of Business without the agreement of Perfect Links and the Client whereupon Perfect Links will give the Client details of the variation in writing including the date upon which it is to take effect.