

Permanent Employment

Terms of Business

Client Terms of Business for the introduction of Permanent or Contract Staff to be directly employed by the client.

1. Definitions

1.1 In these Terms of Business, the following definitions apply:

“Agency”

means Engineering Futures Limited of: The Innovation Farm, Sawbridgeworth Road, Little Hallingbury, Bishop’s Stortford, Hertfordshire CM22 7QU.

“Candidate”

means the individual introduced by the Agency to the Client for an Engagement including any officer or employee of the Candidate if the Candidate is a limited company and members of the Agency’s own staff;

“Client”

means the person; firm or corporate body together with any subsidiary or associated Company as defined by the Companies Act 2006 to which the Applicant is introduced;

“Engages/Engaged/Engagement”

means the engagement, employment or use of the Candidate by the Client or any third party on a permanent or temporary basis, whether under a contract of service or for services; under an agency, license, franchise or partnership agreement; or any other engagement; directly or through a limited company of which the Candidate is an officer or employee.

“Introduction”

means (i) the passing to the Client of a curriculum vitae or information which identifies the Candidate or (ii) the Client’s interview of a Candidate (in person, by telephone or by any other means), following the Client’s instruction to the Agency to search for a Candidate; and, in either case, which leads to an Engagement of the Candidate; and “Introduces” and “Introduced” shall be construed accordingly; In so far as the Candidate is a member of the Agency’s own staff an Introduction shall be deemed to have occurred on any and each communication whether direct or indirect between the staff member and the Client following the Client’s instruction to the Agency to search for an Applicant/Candidate.

“Retention Fee”

means the fee payable by the Client to the Agency for an Introduction resulting in an Engagement.

“Remuneration”

includes base salary or fees, guaranteed bonuses and commission earnings, allowances, inducement payments, and all other payments and taxable (and, where applicable, non-taxable) emoluments payable to or receivable by the Candidate for services rendered to or on behalf of the Client.

“Replacement Candidate”

means any Candidate Introduced by the Agency to the Client to fill the Engagement following the Introduction of another Candidate whose Engagement either did not commence or was terminated during the first 12 weeks of the Engagement;

1.2 Unless the context requires otherwise, references to the singular include the plural and the masculine includes the feminine and vice versa.

1.3 The headings contained in these Terms are for convenience only and do not affect their interpretation.

2. The Contract

2.1 These Terms constitute the contract between the Agency and the Client and are deemed to be accepted by the Client by virtue of an Introduction to, or the Engagement of a Candidate or the passing of any information about the Candidate to any third party following an Introduction.

2.2 These Terms contain the entire agreement between the parties and unless otherwise agreed in writing by a director of the Agency, these Terms of Business prevail over any other terms of business or purchase conditions put forward by the Client.

2.3 No variation or alteration to these Terms shall be valid unless the details of such variation are agreed between the Agency and the Client and are set out in writing and a copy of the varied terms is given to the Client stating the date on or after which such varied terms shall apply.

2.4 The Agency acts as an employment agency (as defined in Section 13(2) of the Employment Agencies Act 1973) when Introducing Candidates to the Client for direct Engagement by that Client.

3. Notifications and Fees

3.1 The Client agrees to:

- a) notify the Agency immediately of any offer of an Engagement which it makes to the Candidate;
- b) notify the Agency immediately that its offer of an Engagement to the Candidate has been accepted and to provide details to the Agency of the Remuneration agreed with the Candidate together with any documentary evidence as requested by the Agency; and
- c) pay the Introduction Fee within 2 days of the date of invoice.
- d) pay the total Agency's fee within 7 days of invoice.

3.2 Except in the circumstances set out in clause 5.1 below, no fee is incurred by the Client until the Applicant commences the Engagement when the Agency will render an invoice to the Client for its fees.

3.3 Fixed Fee Rates

Retention Fee **£500**

Initial Retention fee for Apprentice and Graduate sourcing service. For example, Apprentices; £500 introduction fee + £500 = £1,000 total fixed fee rate.

Apprentices & Trainees **£500**

Plus, retention fee. If you recruit an apprentice 16 – 18 years old, you're entitled to a £1,000 Govt. pay out grant = £0 fee.

Fresh Graduates **£1,000**

Plus, retention fee.

Mature Candidate Salary Fee Scale

£15,000 - £20,000	£1,500
£20,000 - £34,999	£2,490
£35,000 - £49,999	£3,950
£50,000 - £60,000	£5,950

3.4 In the event that the Engagement is for a fixed term of less than 12 months, the fee in accordance with the clause 3.3 will apply pro-rata. There shall be no entitlement to a refund if the Engagement is extended beyond the initial fixed term or if the Client re-engages the Candidate within 6 calendar months from the date of termination of the first Engagement the Client shall be liable to pay a further fee based on the additional Remuneration applicable for the period of Engagement following the initial fixed term up to the termination of the second Engagement or the first anniversary of its commencement, whichever is the sooner. The above is subject to a minimum fee of £500.00 ex VAT.

3.5 If the Client subsequently engages or re-engages the Candidate within the period of 6 calendar months from the date of termination of the Engagement or withdrawal of the offer, a full fee calculated in accordance with clause 3.3 above becomes payable.

4. Refunds

4.1 In order to qualify for the following refund, the Client must pay the Introduction Fee and the total Agency's fee within 7 days of the date of invoice and must notify the Agency in writing of the termination of the Engagement within 7 days of its termination.

4.2 If the Engagement terminates before the expiry of 12 weeks from the commencement of the Engagement (except where the Candidate is made redundant) the fee will be refunded in accordance of Refund set out in these Terms of Business.

4.3 In circumstances where the clause 3.5 applies the full fee stated in clause 3.3 is payable and there shall be no entitlement to a refund.

5. Introductions

5.1 Introductions of Candidates are confidential. The disclosure by the Client to a third party of any detail regarding a Candidate introduced by the Agency which results in an Engagement with that third party within 6 months of the Introduction renders the Client liable to payment of the Agency's fee as set out in clause 3.3 with no entitlement to any refund.

5.2 An Introduction Fee in accordance with clause 3.3 will be charged in relation to any Candidate engaged as a consequence of or resulting from an introduction by or through the Agency, whether direct or indirect, within 6 months from the date of the Agency's Introduction.

5.3 Where the amount of the actual Remuneration is not known the Agency will charge a fee in accordance with clause 3.3 applicable for the salary fee rate in which the Candidate has been engaged with regard to any information supplied to the Agency by the Client and/or comparable positions in the market generally for such positions.

Sliding Scale of Refund

1 The following scale of refund only applies in the event that the Client complies with the provisions of clause 3.1 of these Terms of Business.

2 Where the Candidate leaves during the first 12 weeks of the Engagement, a partial refund of the total fee shall be paid to the Client in accordance with the scale set out below, subject to the conditions in clause 4.1.

Week in which Candidate leaves	% of total fee refunded
1 – 2	100%
3	70%
4	50%
5 – 6	30%
7 – 9	20%
10 – 12	10%

3 There will be no refund where the Candidate leaves during or after the 13th week of the Engagement.

6. Suitability and References

6.1 The Agency endeavours to ensure the suitability of any Candidate introduced to the Client by obtaining confirmation of the Candidate's identity; that the Candidate has the experience, training, qualifications and any authorisation which the Client considers necessary or which may be required by law or by any professional body; and that the Candidate is willing to work in the position which the Client seeks to fill.

6.2 At the same time as proposing a Candidate to the Client, the Agency shall inform the Client of such matters in clause 6.1 as they have obtained confirmation. Where such information is not given in paper form or by electronic means it shall be confirmed by such means by the end of the third business day (excluding Saturday, Sunday and any public or Bank holiday) following same where the Candidate is being proposed for a position which is the same as one in which the Candidate has worked within the previous five business days and such information has already been given to the Client.

6.3 The Agency endeavours to take all such steps as a reasonably practicable to ensure that the Client and Candidate are aware of any requirements imposed by law or any professional body to enable the Candidate to work in the position which the Client seeks to fill.

6.4 The Agency endeavours to take all such steps as are reasonably practicable to ensure that it would not 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.

6.5 Notwithstanding clauses 6.1, 6.2, 6.3 and 6.4 above the Client shall satisfy itself as to the suitability of the Candidate and the Client shall take up any references provided by the Candidate to it or the Agency before engaging such 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 or criminal history of any Candidate, and satisfying any medical and other requirements, qualifications or permission required by law of the country in which the Candidate is engaged to work.

6.6 To enable the Agency to comply with its obligations under clauses 6.1, 6.2, 6.3 and 6.4 above the Client undertakes to provide to the 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. In addition, the Client shall provide details of the date the Client requires the Candidate to commence, the duration or likely duration of the work; the rate of remuneration, expenses and any other benefits that would be offered; the intervals of payment or remuneration and the length of notice that the Candidate would be entitled to give and



receive to terminate the employment with the Client.

liability for death or personal injury arising from its own negligence.

7. Special Situations

7.1 Where the Candidate is required by law, or any professional body to have any qualifications or authorisations to work in the position which the Client seeks to fill; or the work involves caring for or attending one or more persons under the age of eighteen, or any person who by reason of age, infirmity or who is otherwise in need of care or attention, the Agency will take all reasonably practicable steps to obtain and offer to provide copies of any relevant qualifications or authorisations of the Candidate, two references from persons not related to the Candidate who have agreed that the references they provide may be disclosed to the Client and has taken all reasonably practicable steps to confirm that the Candidate is suitable for the position. If the Agency is unable to do any of the above, it shall inform the Client of the steps it has taken to obtain this information in any event.

9. Law

9.1 These Terms are governed by the law of England & Wales and are subject to the exclusive jurisdiction of the Courts of England & Wales.

8. Liability

8.1 The 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 Agency seeking a Candidate from the Client or from the Introduction to or Engagement of any Candidate by the Client or from the failure of the Agency to introduce any Candidate. For the avoidance of doubt, the Agency does not exclude

Signed for and on behalf of the Client

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Company Name

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Date

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