

RFI Global Services Ltd

TERMS OF BUSINESS WITH REFERENCE TO RECRUITMENT

Revised: January 2009

1. Acceptance of Candidate Details

RFI Global Services Ltd will only accept details of candidates on the following terms. Any variation in these terms will only be accepted if confirmed in writing by the Human Resources Manager, regardless of any statements in the supplier's terms and conditions.

In general, RFI will only deal with recruitment agencies that are on its preferred supplier list. The preferred agency list is reviewed on an annual basis. To become a preferred agency, an agency must confirm in writing its agreement to RFI's terms and conditions (as described in this document) prior to sending any details relating to candidates. If an agency has not confirmed its agreement to these terms but continues to send candidate details after having received a set of the terms, the agency will be deemed to have accepted the terms.

2. Where to Send Candidate Details

Applications are made through our website; this can be done as follows-

1. Go to our global website at <http://www.rfi-global.com/>
2. Click on the 'Recruitment' tab on the left hand column.
3. Click on the 'Opportunities' tab on the left hand column.
4. Either search for a specific vacancy, make a speculative application or choose 'All Vacancies'.
5. One you have found the vacancy you wish to submit your candidate for, you must complete the online form using your agencies contact details. Once completed, press submit.

3. Two Agencies Submit Details for the Same Person

If two agencies put forward details of the same candidate, and that person is subsequently offered a position at RFI, the fee will be paid to the agency that first submitted the details in the manner described above. Should disagreements occur over which agency first submitted the application, RFI's decision will be final. In this situation, RFI will endeavour to advise the agencies concerned prior to a candidate being appointed.

Note: Discussing a candidate on the telephone does not constitute submitting details.

4. Direct Applications

RFI will not pay fees for appointing any candidate who has already applied directly to RFI. In this situation, RFI will endeavour to advise the agency concerned prior to a candidate being appointed.

5. Speculative Curricula Vitae

RFI will not accept speculative CVs from agencies, unless specifically agreed in advance.

6. Previous Employees

RFI will not pay agency fees for appointing any previous employee of RFI. It is the agency's responsibility to ensure that the candidate has not been previously employed by RFI.

7. Retaining Candidate Details from Agencies

RFI will retain details of candidates from recruitment agencies for six months from the date of receiving them. After six months, the candidate details will be destroyed.

8. How the fees are Calculated and Payable

RFI will pay an introductory fee of 15% of the basic salary of a successful candidate, within 30 days of receipt of the invoice with the appropriate Purchase Order quoted. Any additional clauses will be agreed separately between RFI and the Agency and will not form part of these Terms and Conditions.

The term "basic salary" excludes any benefits that the successful candidate may be entitled to; these include, but are not limited to, company car, car allowance, bonus or commission, overtime, pension and any reviews of salary.

If the candidate leaves RFI's employment within six months of joining, for any reason other than redundancy, the recruitment agency will give RFI a rebate as detailed below:

- Within 4 weeks of starting employment – 100%
- Within 12 weeks of starting employment – 50%

9. Re-employing Candidates Introduced By Recruitment Companies

If a successful candidate leaves RFI and is re-employed within twelve months of the date of leaving RFI, the total fee payable to the recruitment agency will be calculated and any previously paid fees deducted using the new start date as a reference point.

10. Temporary Placements

If a temporary person is employed with the Company and is subsequently offered a permanent position, the placement fees will be as follows, unless otherwise agreed in advance of the placement:

- 0-4 weeks temping – 15%
- 5-8 weeks temping – 10%
- 9 weeks temping – 05%



I agree to the above terms and conditions on behalf of the company named below, and I confirm that I am authorised to sign on behalf of the company.

Signed:

Name:

Phone:

Job Title:

Email Address:

Company Name:

Date: