

## HR Consultancy (Scotland) Ltd - Trading as HRC Recruitment

A company incorporated in Scotland under company number SC166950 and whose registered office address is 58 West Regent Street, Glasgow G2 2QZ ("the Employment Agency – herein known as HRC");

### 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 HRC Introduces a Candidate;
- 1.2 "Candidate" means the person Introduced by HRC 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 HRC'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 HRC'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;
- 1.6 "Remuneration" 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 candidate will be engaged by the client on a self-employed basis, the remuneration will be based on their first year's earnings as estimated by HRC. Where the Client provides a company car, a notional amount of £5000 will be added to the salary in order to calculate HRC'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. For the avoidance of doubt, subsidiary and associated companies of the Client (as defined by s. 1159 of the Companies Act 2006 and s.416 of the Income and Corporation Taxes Act 1988 respectively) are included in this definition.

#### 2. These Terms

- 2.1 These Terms constitute the entire agreement between HRC 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 HRC to act on its behalf in seeking Candidates. By asking HRC to introduce candidates for a position, the Client is authorising HRC to advertise such position.
- 2.5 For the purposes of these terms, HRC acts as an employment agency as defined within the Regulations.

#### 3. Obligations of the Employment Agency

- 3.1 HRC shall use reasonable endeavours to introduce one or more suitable Candidates to meet the requirements of the Client for any particular vacancy. HRC cannot guarantee to find a suitable Candidate for each vacancy. Without prejudice to clause 3.2 below, HRC shall use reasonable endeavours to ascertain that the information provided by HRC to the Client in respect of the Candidate is accurate.
- 3.2 HRC 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 HRC to comply with its obligations under clause 3 the Client undertakes to provide to HRC 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 HRC 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 HRC within 3 working days where it receives details of a Candidate from HRC 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 HRC is entitled to charge a fee in accordance with clause 5.2.
- 4.6 The Client agrees to -
- Notify HRC 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 HRC 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 HRC's fee within the period set out under clause 6.2.
- 4.7 The Client shall not, and shall not seek to cause HRC to, unlawfully discriminate in relation to the services provided by HRC to the Client in connection with these Terms and shall disclose any and all information requested by HRC in the event a Candidate makes a complaint to HRC.

## 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 HRC that Third Party subsequently Engages the Candidate within 12 months from the date of the Introduction, the Client shall pay HRC'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 HRC a fee calculated in accordance with clause 5.3 where it engages, whether directly or indirectly, any Candidate Introduced by or through HRC within 12 months from the date of HRC's Introduction.
- 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). VAT is payable at the prevailing rate.

Candidate's Remuneration	Percentage payable as the Fee
£0 to £17,499	17.5%
£17,500 to £24,999	20%
£25,000 to £49,999	25%
£50,000 and above	30%

- 5.4 In the case of a Candidate being recruited to work on a **Part-Time** basis (**Part-time**, for these purposes,

means any role where the hours worked are 60% or less of the full-time equivalent) the Fee will be calculated on the annual full-time equivalent of the Candidate's first year's Remuneration, but will be discounted at 25%

- 5.5 Where the amount of the actual Remuneration is not known or disclosed, HRC 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.
- 5.6 Where the Engagement is for a fixed term of 9 months or less, the fee in clause 5.3 will apply but with a discount of 25% applied. Where the Engagement is for a fixed term of more than 9 months, the fee in clause 5.3 will apply but with no discount.
- 5.7 Where an Engagement of 9 months or less is extended beyond the initial fixed term or where the Client re-Engages the Candidate within 6 months from the date of planned or actual termination (as applicable) of the first Engagement, the fee in clause 5.3 will apply, but with a discount of 50% applied.
- 5.8 For clarity, clause 5.7 only applies on the first instance where a candidate's contract is either extended or employed on a permanent basis by the client.
- 5.9 In the event that the Client withdraws an offer of employment which has been accepted by the Candidate, the Client shall be liable for a cancellation charge of 50% of the fee.
- 5.10 Charges incurred by HRC 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 Once the Candidate commences the Engagement with the Client HRC will render an invoice to the Client for its fees.
- 6.2 HRC shall raise invoices in respect of the charges payable and the Client agrees to pay the amount due within 17 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 6.2 unless the Client notifies HRC 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 HRC 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 HRC in order to resolve the dispute as quickly as possible.
- 6.4 HRC reserves the right to charge interest on invoiced amounts overdue at the statutory rate as prescribed pursuant to Section 6 of the Late Payment of Commercial Debts (Interest) Act 1998 (as may be calculated using the calculator on the website: [www.payontime.co.uk](http://www.payontime.co.uk)).

## 7. Rebates

- 7.1 Where the Client qualifies for a rebate in accordance with clause 7.2, and the Engagement of the Candidate is terminated by the Client or by the Candidate within the time periods specified below, the Client shall be entitled to a rebate of the introduction fee as follows -

Duration of Employment	Percentage of Fee to be rebated
0 – 3 Weeks	50%
4 – 6 Weeks	35%
7 – 8 Weeks	25%
9 weeks or more	0%

7.2 The following conditions must be met in order for the Client to qualify for a rebate -

- a) The Client must notify HRC in writing that the Candidate's Engagement has ended within 7 days of the Engagement ending or within 7 days of notice being given to end the Engagement; whichever is earlier;
- b) HRC's invoice for the fee must have been paid within the payment terms in accordance with clause 6.2;
- c) The Candidate's engagement was not engaged on a Fixed Term Contract of 9 months or less.
- d) The Candidate's engagement is not terminated by reason of redundancy or re-organisation or change in strategy of the Client;
- e) The Candidate did not leave the Engagement because he/she reasonably believed that the nature of the actual work was substantially different from the information the Client provided prior to the Candidate's acceptance of the Engagement;
- f) The Candidate did not leave the Engagement as a result of discrimination or other acts against the Candidate; and
- g) The Candidate was not at any time in the 12 months prior to the start of the Engagement employed or hired (whether on a permanent or contract basis) by the Client.

7.3 Where the Client re-engages the Candidate either on an employment or indirect basis, any rebate paid to the Client under clause 7.1 in respect of that Candidate, shall be immediately repaid to HRC by the Client.

## 8. Retained Assignments

8.1 In the case of a Retained Assignment, the Client shall pay fees to HRC calculated in accordance with the Scale of Fees. These fees will be payable in three parts. The first part, the "Retainer", amounting to one third of the estimated total fee, will be invoiced on commencement of the assignment. The second part, the "Short List", amounting to one third of the estimated total fee, will be invoiced on presentation of the shortlist. The third part, the "Completion", will be the balance of the actual fee and shall be invoiced on the Start Date.

8.2 In the event that a retained assignment is cancelled by the Client, any fees invoiced or due to be invoiced at the point of cancellation remain due, as do all advertising costs and other expenses incurred by HRC (such remuneration and advertising costs shall be agreed at the commencement of the retained assignment).

8.3 In the case of a retained assignment, no refund will be applicable to the Retainer or Short List fees but will be calculated according to the above percentages on the Completion fee.

## 9. Liability and Indemnity

9.1 HRC 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 HRC seeking a Candidate for the Client or from the Introduction or Engagement of any Candidate by the Client or from the failure of HRC to introduce any Candidate or from the Client's disclosure to a Third Party of any details regarding a Candidate.

9.2 Notwithstanding clause 9.1 above, nothing in these Terms shall be deemed to exclude or restrict any liability of HRC to the Client for personal injury or death.

9.3 HRC 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.

9.4 The Client shall indemnify and keep indemnified HRC against any costs (including legal costs), claims or liabilities incurred directly or indirectly by HRC arising out of or in connection with these Terms including (without limitation) as a result of -

- a) Any breach of these Terms by the Client or by its employees or agents; and/or
- b) 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
- c) Any unauthorised disclosure of Candidate details by the Client or Third Party, or any of its employees or agents.

## 10. Termination

10.1 These Terms may be terminated by either party by giving to the other immediate notice in the event that either HRC or the Client goes into liquidation, becomes bankrupt or enters into an arrangement with creditors or has a receiver or administrator appointed or where HRC has reasonable grounds to believe the Client will not pay HRC's invoice within the payment terms agreed within clause 6.2.

## 11. Equal Opportunities

11.1 HRC is committed to equal opportunities and expects the Client to comply with all anti-discrimination legislation as regards the selection and treatment of Candidates.

## 12. Confidentiality and Data Protection

12.1 All information contained within these Terms shall remain confidential and the Client shall not divulge it to any Third Party except for any professional advisers as may be required by law.

12.2 The Client shall not without the prior written consent of HRC provide any information in respect of the Candidate to any Third Party whether for employment purposes or otherwise.

12.3 The Client agrees to comply with the applicable data protection legislation in force and shall not cause or seek to cause HRC to breach the same in connection with these Terms. The Client shall provide any and all information requested by HRC in a timely manner to assist HRC to respond to a Data Subject access request (as defined within The Act).

12.4 HRC requires you to provide the personal data of ~~categories of data subject~~ Candidates data subjects in order to fulfil our contract with you.

12.5 HRC will comply with all applicable data protection legislation when processing this data. Further details about rights and obligations in respect of personal data

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we hold about you and any personal data you disclose to us are contained in our Client Data Policy (which can be found at the Schedule to this contract). By signing this contract, you are indicating that you have read and understood the Policy and give consent to specific processing activities set out in it).

### 13. General

- 13.1 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.
- 13.2 Headings contained in these Terms are for reference purposes only and shall not affect the intended meanings of the clauses to which they relate.
- 13.3 No provision of these Terms shall be enforceable by any person who is not a party to it, pursuant to the Contract (Rights of Third Parties) Act 1999.
- 13.4 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.
- 13.5 Any reference to legislation, statute, act or regulation shall include any revisions, re-enactments or amendments that may be made from time to time.

### 14. Notices

- 14.1 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).

- 14.2 Notices shall be deemed to have been given and served -
- 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
  - 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
  - If sent by prepaid first class post, 48 hours from the time of posting.

### 15. Variation

- 15.1 No variation or alteration of these Terms shall be valid unless approved in writing by the Client and HRC.

### 16. Applicable Law

- 16.1 These Terms shall be construed in accordance with Scottish Law and the parties submit to the exclusive jurisdiction of the Courts of Scotland.

#### Client Signature :

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Print Name :

Date :

For and on behalf of:

#### Employment Agency Signature :

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Print Name :

Date :

For and on behalf of HR Consultancy trading as HRC Recruitment (Scotland) Ltd