

## Terms and Conditions for Recruitment Agencies

### Acceptance of Terms

The following terms and conditions of business are between Quorum Technologies Ltd. (hereupon known as "Quorum") and the Recruitment Agent (hereinafter called "the Recruiter") and are deemed to be accepted by the Recruiter upon the submission by the Recruiter of a candidate for employment at Quorum.

### Offer of Employment

Quorum will notify the Recruiter of any offers and subsequent acceptance of employment by the candidate. If the candidate is subsequently employed by Quorum within 9 months of the date of introduction, Quorum shall pay the placement fee to the Recruiter in accordance with these Terms & Conditions.

### References

Quorum shall satisfy itself as to the suitability of any candidate and shall be responsible for taking up any references provided by the candidate, of obtaining any qualifications, academic or otherwise, of confirming work entitlement within appropriate national boundaries, and arranging medical examinations.

### Fees

Fees are calculated at 15% of the first year's guaranteed remuneration, not including benefits-in-kind or performance-related bonuses.

### Invoicing

The Recruiter shall raise an invoice on commencement of employment of the candidate, to be calculated in accordance with the fees above, plus VAT at the rate prevailing at the time of invoicing. All fees will be payable within thirty days of the date of the invoice.

### Refund

Should a candidate introduced by the Recruiter leave Quorum within twelve weeks of the date of commencement of employment for any reason whatsoever (except redundancy) and provided that the Quorum notifies the Recruiter in writing of the termination of employment within seven days thereof and all Monies due from Quorum have been paid in accordance with the Terms and Conditions then Quorum shall receive a Refund of Monies paid. This shall be calculated as a percentage of the placement fees as follows:

- up to 4 weeks employment, 60% refunded;
- 5–8 weeks employment, 40% refunded;
- 9–12 weeks employment, 20% refunded.

Failure to settle the invoice within 30 days from the date of invoice renders the Refund inoperative.