

Facilities, Building Services and Maintenance Recruitment Specialists

Terms and Conditions for Permanent Placements

1 DEFINITIONS

1.1 In these terms of business the following definitions apply:

"Applicant" means the person introduced to the Client by the Company for an Engagement including but not limited to any members of the Company's own staff;

"Client" means the person, firm or corporate body together with any subsidiary or associated company as defined by the Companies Act 1985 to whom the Applicant is introduced;

"Company" means Blade Industries Ltd and/or any subsidiary or associated company of Blade Industries Ltd;

"Engagement" means the engagement, employment or use of the Applicant by the Client 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 entered into direct between the Client and the Applicant;

"Introduction" means the Client's interview of an Applicant in person or by telephone following the Client's instructions to the Company to search for an Applicant or following the passing to the Client of a curriculum vitae or other information which identifies the Applicant and which leads in either case to an Engagement of that Applicant by the Client;

"Remuneration" includes *base salary, guaranteed and/or anticipated bonus and commission earning, allowances, inducement payments, the benefit of a company car and all other payments and taxable (and where applicable non taxable) emoluments payment to or receivable by the Applicant for services rendered to the Client. Where a Company car is provided by the Client, a notional amount of £5000 will be added to the salary in order to calculate the Company's fee.*

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

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

1.4 The Company acts as an employment agency for the purposes of this contract. Unless agreed otherwise in writing the Company does not have authority from the client to complete any contract for an Engagement between the Client and Applicant on behalf of the Client.

2 THE CONTRACT

2.1 These terms of business are deemed to be accepted by the Client by virtue of an introduction to or the Engagement of an Applicant.

2.2 Unless otherwise agreed in writing by a Director of the Employment Business, these Terms prevail over any terms of business or purchase conditions put forward by the Client, even if that is subsequent to these Terms being brought to the Client's attention.

2.3 No variation or alteration of these Terms of Business shall be valid unless approved in writing by a Director of the Company.

2.4 The Company will decline to accept any instructions to source an Applicant where it believes that instruction to constitute unlawful discrimination.

3 NOTIFICATION OF FEES

3.1 The fee payable to the Company by the Client for an introduction resulting in an Engagement is calculated in accordance with the following fee structure on the Remuneration applicable during the first 12 months of the engagement. VAT will be charged on the fee.

INTRODUCTION FEE REMUNERATION

18% for salaries up to £13,999

20% for salaries of £14,000 to £24,999

25% for salaries of £25,000 to £44,999

30% for salaries of £45,000 and above.

In respect of fixed duration of less than 12 months, the fee will be calculated pro-rata to the fee structure above, subject to a minimum fee of £1000.00

3.2 No fee is incurred by the Client until the Applicant commences the Engagement when the Company will render an invoice to the Client for its fees.

3.3 The Client agrees:

(a) To notify the Company immediately of any offer of Engagement which it makes to the Applicant;

(b) To notify the Company immediately that its offer of an Engagement to the

(c) Applicant has been accepted and forthwith to provide details of the Remuneration of the Company; And to pay the Company's fee within **7 days** of the date of invoice without set-off or deduction.

3.4 The parties further agree that these Terms govern a contract to which the Late Payment of Commercial Debts (Interest) Act 1998 applies and that the Employment Business is entitled to interest there under on all sums due from the Client. In the event that the Client fails to make payment in full accordance with these Terms, the Client acknowledges that the Employment Business will be entitled to treat the failures to make payment as evidence of the Client's insolvency for the purpose of s123 of the Insolvency Act 1986.

4 REBATE GUARANTEES

4.1 In order to qualify for the following guarantees, the Client must pay the Company's fees within 7 days of the date of invoice and must notify the Company in writing of the termination of the Engagement within 7 days of its termination.

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4.2 If the Engagement terminates before the expiry of 8 weeks from commencement of the Engagement by reason of the Applicants voluntary resignation, the fee will be rebated in accordance with the following scale of rebates:

Week Applicant leaves % of Introduction fee to be rebated

1-2 100%

3-6 75%

7-8 50%

9-12 25%

There will be no rebate where the Applicant leaves during or after the 13th week of Engagement.

4.3 The rebate will not apply to Applicants previously supplied to the Client on a temporary basis.

4.4 Should the Client or any subsidiary or associated company of the Client subsequently re-engage the Applicant within the period of 6 calendar months from the date of termination of the Engagement, a further full fee calculated in accordance with clause 3.1 above becomes payable with no further entitlement to rebate.

5 INTRODUCTION

5.1 Introductions of Applicants are confidential. The disclosure by the Client to a third party of any details regarding an Applicant introduced by the Company which results in the Engagement with that third party within 6 months of the introduction renders the Client liable to payment of the Company's fees as set out in clause 3.1, with no entitlement to any rebate under clause 4.

5.2 An introduction fee calculated in accordance with clause 3.1 will be charged in relation to any Applicant engaged as a consequence of or resulting from an introduction by or through the Company, whether direct or indirect, within 6 months from the date of the Company introduction.

6 SUITABILITY

6.1 The Company endeavours to ensure the suitability of an Applicant introduced to the Client, as set out below:

Notwithstanding this the Client shall satisfy itself and be the sole arbiter as to the suitability of the Applicant and is encouraged to take up any references provided by the Applicant and/or the Company before Engagement of such Applicant. The Client shall be responsible for obtaining work and other permits if required, for the arrangement of medical examinations and/or investigations into the medical history of any Applicant and for ensuring that the Applicant satisfies any medical and other requirements or qualifications required by law of the country or trade in which the Applicant is engaged to work.

6.2 The Client must supply to the Company before any introduction the following information in writing:

(a) The Client's identity and the nature of its business;

(b) The date on which the Client requires an Applicant to commence work, and the duration or likely duration of the work;

(c) The position for which an Applicant is sought, including the type of work the Applicant would be required to do, the location at which and the hours during he/she would be required to do it, and any risks to health or safety of the Applicant known to the Client and the steps which the client has taken to prevent or control such risks;

(d) The experience, training, qualifications and any authorisations which the Client considers are necessary or required by law or any professional body for an application to possess in order to work in the relevant position, and the ability which the Client considers is necessary for an Applicant to possess in order to do so successfully;

(e) Any expenses payable by or to the successful Applicant;

(f) The minimum rate of remuneration and any other benefits which the Client would offer to a person in the position which it seeks to fill, and the intervals at which such remuneration or other benefits would be paid;

(g) The length of notice which the successful Applicant in such a position would be required to give and entitled to receive to terminate the Engagement with the Client.

7 LIABILITY

7.1 The Company shall not be liable under any circumstance for any loss, expense, delay, cost 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 Company seeking an Applicant for the Client or from the Introduction to or Engagement of any Applicant by the Client (including any Act or omission on the part of the Applicant) or from the failure of the Company to introduce any Applicant. For the avoidance of doubt, the Company does not exclude liability for death or personal injury arising from its own negligence.

8 LAW

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

9 COMPLAINTS

Any complaints must be addressed to a Director of the Employment Business in writing.