



## **PERMANENT RECRUITMENT (CONTINGENCY) – Standard terms and conditions.**

Recruitment services performed by N.W. Recruitment Ltd or any of its associates whereby applicants for employment ("Applicants") are introduced to Clients ("Client") shall be subject to the following terms and conditions:

### **1. DEFINITIONS**

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

"Applicant" means the person introduced by the Agency to the Client for an Engagement including any officer or employee of the Applicant if the Applicant 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 1985 to which the Applicant is introduced.

"Agency" means N.W. Recruitment Ltd of Suite 2, Victoria House, South Street, Farnham, Surrey, GU9 7QU

"Engagement" means the engagement, employment or use of the Applicant 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, licence, franchise, or partnership agreement; or any other engagement; directly or through a limited company of which the Applicant is an officer or employee.

"Introduction" means (i) the Client's interview of an Applicant in person or by telephone, following the Client's instruction to the Agency to search for an Applicant; or (ii) the passing to the Client of a curriculum vitae or information which identifies the Applicant; and which leads to an Engagement of that Applicant.

1.2. Unless the context requires otherwise, references to the singular include the plural.

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

### **2. FEES**

(a) The Client shall pay a recruitment fee to N.W. Recruitment Ltd whenever an Applicant who has been introduced to the Client by N.W. Recruitment Ltd commences employment with the Client.

(b) A recruitment fee shall also be payable by the Client for any staff, contractor or agent of N.W. Recruitment who is employed by the Client following a direct or indirect introduction by N.W. Recruitment Ltd.

(c) Introductions by N.W. Recruitment Ltd are confidential and a fee shall be payable by the Client for any employment by a third party of an Applicant introduced to the Client by N.W. Recruitment Ltd, where the Client has disclosed particulars of such Applicant to the third party.

(d) An introduction shall be deemed to have taken place following confirmation by N.W. Recruitment Ltd of arrangements for the Client to interview the Applicant, such arrangements having been made at the request of the Client. A recruitment fee shall remain due for any employment of the Applicant by the Client within twelve (12) months of such introduction.

(e) The Client shall notify N.W. Recruitment Ltd immediately of the acceptance by an Applicant of any offer of employment, whether under a service contract or for services, made by the Client.

(f) The recruitment fee shall be calculated as a percentage in accordance with the Applicants first year basic salary and stands at 20%

(g) NW Recruitment Ltd's invoice in respect of any recruitment fee shall be dated with the date of the first day of the employment, and invoices shall be due and payable within thirty (30) days of such date unless other arrangements are agreed.

(h) If conditions set out in clause 2 (g) are not met then NWR retains the right to charge interest on the overdue amount at the rate of 2% above the base rate at the time, accrued on a daily basis from the due date to the actual date of payment.

### 3. REFUND OF FEES

(a) If a recruitment fee has been paid to N.W. Recruitment Ltd pursuant to the employment of an Applicant, and if the Client terminates the employment of the Applicant within the first twelve (12) weeks of such employment for reasons of poor performance or gross misconduct, the termination date being taken as the actual date of departure in the event of no notice being given or, the final day of notice period (or the notice period indicated by the extent of ex-gratia payment made), N.W. Recruitment Ltd may EITHER:

Make a refund to the Client in proportion to the number of weeks (part weeks to be considered full weeks) between the dates of employment and termination, as follows:

Week 1-2 100%  
Weeks 3 to 4 - 75%  
Weeks 5 to 6 - 50%  
Weeks 7 to 9 - 25%,  
Weeks 10 to 12 – 12.5%

OR: use its best endeavours to find suitable replacement staff, in which case N.W. Recruitment Ltd's right to any further recruitment fee shall be waived, such option to be at the discretion of the Client.

(b) This Clause 3 shall be void and of no effect if the Client has failed to observe N.W. Recruitment Ltd's payment terms as set out in Clause 2(g) here of.

### 4. WARRANTY AND LIABILITY

N.W. Recruitment Ltd warrants only that it has taken reasonable measures to ensure that statements and claims made by applicants are reasonable and accurate, and references and checks are taken up by N.W. Recruitment Ltd for applicants for permanent employment upon request from the Client only. N.W. Recruitment Ltd accepts no liability for any losses whether direct or indirect, resulting from information supplied by the Applicant to N.W. Recruitment Ltd and subsequently supplied in good faith by N.W. Recruitment to the Client.

### 5. VARIATION OF TERMS

Any variation of or change to the terms herein shall be valid only if expressed in writing.

### 6. LAW

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

### 7. DATE OF AGREEMENT

These Terms and Conditions are dated as at 28th March 2024 and supersede all N.W. Recruitment Ltd previous Terms and Conditions for Permanent Recruitment.

#### N.W. Recruitment Ltd

Suite 2, Victoria House, South Street, Farnham, Surrey, GU9 7QU  
Company number: 0705419

Signed by: Nick Walsh – Director, Date: 11/04/2024.



**Signed for and on behalf of the client:**

Client Name:

Contact Name:

Title:

Signature:

Date: