

TERMS OF BUSINESS - Temp/Contracting:

These Terms and Conditions of business are deemed to be the basis of our agreement to supply Temporary staff to you and will become effective upon engagement of our services. This agreement binds Careers Connections group of companies and their associated business names:

Careers Executive; Careers IT & T; Careers Banking & Finance; Careers Health & Medical; Careers Office Support; Careers Appointments; Careers Engineering & Construction; Careers Trades & Services

We will endeavour at all times to select candidates suitable to our clients needs and to provide accurate and comprehensive details on their skills, knowledge, attributes and experience in relation to the assignment or position specifications discussed with our clients.

Temp/Contract to Permanent Selection

1. Careers Connections International Pty Ltd permanent placement fees are for locating, interviewing, screening, testing and pre-selecting candidates and are calculated as a percentage of the annual salary package, inclusive of allowances i.e. car, and superannuation.
2. Print advertising agreed to by the client will be submitted for client approval before insertion. Clients will be invoiced directly from our advertising agency and are due payable within seven (7) days from the date of issue irrespective of whether a placement is made.
3. All proceedings are confidential. Placement of any candidate presented by Careers Connections Group either verbally or by resume six months to the date of introduction, to the customer, company or any other related company, is subject to the full fee shown in our schedule below.
4. All information supplied by Careers Connections Group whether written or verbal is confidential and should not be disclosed to any other party without the consent of Careers Connections Group.
5. Reference checking will be carried out as far as it is practical to do so. Careers Connections Group will make every effort to ensure the suitability of candidates presented.
6. *Careers Connections Group and its subsidiaries, offer a replacement guarantee on recruitment placements. This replacement guarantee is subject to the condition that any and all invoices relating to the original placement have been paid in full within seven (7) days from the date of issue. Any additional advertising costs associated with this replacement are not covered by the replacement guarantee and will be invoiced direct to the client by our advertising agency.*
7. **Replacement Guarantee** If an applicant is engaged and subsequently resigns or is terminated for unsatisfactory performance within two months of appointment (or three months where the income package is \$40,000 pa. or above) we will endeavor to provide a suitable replacement. When a replacement is made through Careers Connections International the original fee will be credited in full and a new invoice raised based on the gross annual remuneration package of the new appointee. The Replacement Guarantee option is valid for six (6) months from the date of resignation/termination of applicant and will only apply provided (i) Payment has been received by Careers Connections International within 7 days of commencement date.
The termination is not in any way due to company organisational or structural changes occurring after the appointment.
8. In the event that a replacement is not required, or cannot be effected by Careers Connections Group, a credit of the negotiated amount will be held on behalf of the client for a period of six (6) months from the date of termination of the original placement.

9. SCHEDULE OF FEES:

Fees are calculated as a % of gross annual remuneration package (Fees on Application)

Contract/Temporary Placements

1. All Careers Connections International Pty Ltd employees are assigned under the care, control and supervision of the client. All relevant award or agreement conditions apply and Careers Connections Group will pay its employees and invoice the client accordingly. Careers Connections Group will pay employees and invoice on the basis of the working hours shown on the Careers Connections Group time sheet authorised by an appropriate person.
2. The hourly rates invoiced to the client include the candidate's temporary wages and allowances for all related on-costs i.e. sick pay, workers compensation, payroll taxes, superannuation etc. Careers Connections Group is responsible for P.A.Y.G tax and issue of payment summaries.
3. Overtime or shift work will be invoiced by Careers Connections Group in accordance with the relevant award or agreement.
4. All conditions, bonuses, meal, vehicle or other allowances and entitlements will be invoiced by Careers Connections Group in accordance with the relevant award or agreement at cost plus 25% to cover related on-costs.
5. Careers Connections Group is to be provided with not less than one (1) days notice of cancellation or postponement of any individual Careers Connections Group employees' assignment.
6. All rates and conditions are subject to change without notice when affected by a variation in award or agreement conditions or statutory on-costs and will be adjusted from the date designated for implementation of the variation decision.
7. Testing and reference checking are carried out as far as it is practical. Careers Connections International Group makes every effort to maintain high standards of integrity and reliability among our contracting/temporary staff. Careers Connections Group will not however accept any responsibility for any claim, error, loss, expense, damage or delay arising from any failure associated with the Careers Connections Group temporary candidate.
8. If the client or associated company employs a Careers Connections Group temporary employee within six (6) months of the date of completion of the last Careers Connections Group assignment by that temporary employee with the client, then the following permanent placement fee (based on the permanent selection clause) will apply and be invoiced to the client by Careers Connections Group.

Length of temporary's last Assignment

0-8 months	100% of fee
8-10 months	75% of fee
10-12 months	50% of fee
Over 12 months	30% of fee

9. Careers Connections Group require full payment within seven (7) days of date of invoice against weekly invoices to reimburse payment of temporary wages and all statutory on-costs paid by Careers Connections Group on the clients behalf.

All fees are subject to a GST charge.

EFFECTIVE: 01/01/2010