



# Agency Terms of Business

## TERMS OF BUSINESS

These terms of business apply to Tiwest and the engagement with external recruitment agencies.

<p><b>Acceptance of Terms</b> Your submission of a CV, or the passing of information to us in order to effect a placement, indicates an acceptance of these terms.</p> <p><b>Engagement</b> All agency engagement will be on a contingent basis unless otherwise facilitated by Tiwest HR.</p> <p><b>For an agency to be eligible to submit candidates they must be an active approved supplier to Tiwest prior to submitting any candidates.</b></p> <p><b>Fees</b> <b>ONLY CV's registered on the online recruitment database will incur a fee.</b></p> <p><b>ONLY the first eligible Agency that registers the candidate through the database will be eligible for a fee and ONLY if the candidate is placed within 3 months after submission.</b></p> <p>The permanent fee for submitted candidates are as follows:</p> <p><b>10% of annual salary package for all appointments</b></p> <p>Unless otherwise agreed with Tiwest HR. For example Agencies with a contract with Tiwest.</p>	<p><b>Salary Package</b> For the purposes of calculating salary package for fee calculation the following is to be taken into consideration: base salary and superannuation</p> <p><b>Process Terms</b></p> <ul style="list-style-type: none"><li>• CV's are to be submitted to Tiwest HR via the Tiwest website</li><li>• Tiwest HR will facilitate interview process</li><li>• 3 references are to be conducted by you should the candidate be proceeding to offer of employment</li><li>• References should be submitted as a report</li><li>• You will facilitate further due diligence on qualifications of candidate</li></ul> <p><b>Guarantee</b> All placements are subject to guarantee. If a permanent placement leaves the appointment within 6 months a replacement candidate is the responsibility of the agency.</p> <p>If a satisfactory placement can not be found within 3 months, or is sourced via another method, then a refund of 50% of the fee is due.</p> <p>Conditions of this guarantee are as follows:</p> <ul style="list-style-type: none"><li>• The candidate has not left as a result of unsafe or inappropriate work practices. (Discrimination, harassment in breach of EEO legislation)</li><li>• Redundancy or restructure of the business</li><li>• The guarantee is activated within 4 weeks of the candidate leaving.</li></ul>
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