

**TERMS AND CONDITIONS FOR PERMANENT & CONTRACT
RECRUITMENT ASSIGNMENTS**

PERMANENT PLACEMENTS:

1. Antigona Pty Ltd assignment fees for locating, interviewing, reference checking, and pre-selecting candidates is **8%** and are calculated as a percentage of the annual package agreed to be paid to the candidate by the Client. **As a result of the introduction of the GST, from July 1, 2000, all invoices payable after this date will include 10% GST on top of the placement fee in accordance with Government Tax Laws.**
2. Antigona Pty Ltd will conduct general recruitment advertising at its own expense and in its own style if deemed necessary to attract suitable candidates. Specific advertising requirements initiated and payable by the Client will be submitted for authorisation before insertion.
3. All information supplied by Antigona Pty Ltd whether written or verbal is confidential and should not be disclosed to any other party without the express written consent of Antigona Pty Ltd.
4. Antigona Pty Ltd will always make every possible effort to ensure the suitability of candidates presented. However, Antigona Pty Ltd denies liability for any claim or loss expense or delay however occasioned as a result of the referral of the candidate.
5. The Client acknowledges that Antigona Pty Ltd is not responsible for any acts, errors or omissions by wilful negligence or otherwise committed by submitted or successful candidates.
6. Antigona Pty Ltd will invoice the Client for the work conducted in the recruitment assignment following acceptance of a firm offer of employment by the Antigona Pty Ltd candidate. Payment Terms are 14 days from date of invoice.

7. Full placement fee will apply should a candidate introduced to The Client by Antigona Pty Ltd commence employment within 12 months of the introduction date.

CONTRACT PLACEMENTS: (DIRECT CONTRACTORS)

1. Antigona Pty Ltd assignment initial fee are for locating, interviewing, reference checking, and pre-selecting candidates will be \$2,500.00 (excl. GST).
2. Further \$1,500.00 (excl. GST) fees will be charged every three months for the first year only.
3. In the event that the contractor is offered a permanent position with the Client within the first year, a total fee of **8%** (excl. GST) of the applicant's package is payable, excluding the sum already paid.
4. In the event that the contractor is offered a permanent position with the Client after the first year no fees will be applicable.
5. No guarantee applies for direct contractors.

THE ANTIGONA PTY LTD GUARANTEE (Permanent Placements only)

Antigona Pty Ltd guarantees the continued employment to the successful candidate for 90 days from the date of commencement of employment and will provide a free of charge replacement if the person leaves within the guarantee period or a full refund, the choice being totally to the Client. Antigona Pty Ltd will NEVER approach an applicant that it has already placed with the Client and is at the time engaged by the Client.

GUARANTEE CONDITIONS:

The Antigona Pty Ltd "90 Day" GUARANTEE is unconditional provided that:

- The Client makes payment for the recruitment assignment and any associated invoices within **fourteen days (14)** of the date of invoices and
- The cessation of employment during the Antigona Pty Ltd 90 Day GUARANTEE period is not due to restructuring to the job description or redundancy or redeployment caused by the Client.