

## METHODOLOGY AND TERMS OF BUSINESS

### **CHEMEXEC<sup>SM</sup> TALENT ACQUISITION**

The following applies for the introduction of staff by Chemical Search International Limited (“CSI”) to be employed (in any capacity) by the Client Company (“Client” being the legal entity entering into agreement with CSI or a directly associated business entity if the Client is part of a group of any kind). CSI shall be acting as an Employment Agency.

#### Key Features

**Fixed-cost candidate acquisition and selection for permanent or temporary hires**

#### Candidate Acquisition

We advertise your roles on both our own site and LinkedIn as follows:

- ✓ We place your advertisement on our specialist jobsite for a maximum of 2 months
- ✓ We search for and actively alert possible candidates from our ChemExec database
- ✓ We place a paid advertisement onto LinkedIn at no charge using our own account
- ✓ We place a link to this on up to 10 LinkedIn specialist groups to which we belong

#### Candidate Selection

- ✓ We collect any and all candidates who apply to the advertisement on your behalf
- ✓ These are then screened and graded by our professional talent acquisition team
- ✓ Those we consider the best will be contacted to better establish their suitability
- ✓ The best will then be forwarded to the client with our comments (see Limitations)

#### Fee Arrangements

This service is provided for a total fixed cost of **£995**, or currency equivalent (about US\$1,300 or €1,135 at FX rates at time of writing). There are no other costs and once paid the fee is non-refundable. VAT shall be added where applicable. Discounts are available for multiple advertisements if purchased together; 7.5% for 2-4, 10% for 5-9, 15% for 10+.

#### Guarantee

If for whatever reason this service is unsuccessful in providing a candidate who is hired for the role in question, CSI shall be happy to credit 50% of the cost for another of our retained services.

### **Payment Terms**

We can invoice in GBP Sterling (£), Euros (€) or US Dollars (\$). All invoices are payable **immediately**. Advertisements shall only be made live once payment has been received. Payments are non-refundable.

### **Candidate Sourcing**

CSI has no obligation to source candidates by any other means than those described. On LinkedIn we belong to hundreds of groups but will place a link to the advertisement on up to 10 groups we view as most suitable. If the Client wants to include specific groups, we will try to include these up to a maximum of 10.

### **Contract Fulfilment**

This occurs once CSI has sent candidates to the Client, which may be any number or none at all in the unusual situation that insufficient candidates applied (or none are considered suitable in which case any candidates who applied shall be forwarded for your review). Client accepts CSI has no obligation to be involved with the hiring process beyond this point.

### **Limitations**

Client accepts that this service does not involve CSI interviewing candidates. We shall select the best based on candidate applications and their responses to our screening questions, which are limited to; current and expected compensation, notice period, can they relocate if needed, why they are interested. Submission to the Client will be limited to their CV/Resume, any cover letter and answers to our screening questions.

### **Confidentiality**

CSI and the Client each undertake to treat all information concerning CSI, the Client company and all candidates introduced to the Client with utmost confidentiality at all times.

### **Good Faith**

CSI accepts in good faith information provided by candidates and tries to ensure the accuracy of such but the Client is ultimately responsible for determining the suitability of candidates prior to offering them a contract of employment.

### **Liability**

CSI accepts no liability under any circumstances for any loss, damage or expense suffered or incurred by the Client arising in any way as the result of using this service, either during it or at any time pursuant to employment of an applicant from such service.

### **Severability**

If any provision of this agreement is held invalid, illegal or unenforceable for any reason by any Court of competent jurisdiction, such provision shall be severed and the remainder of the provisions of this agreement shall continue in full force and effect as if this agreement had been executed with the illegal or unenforceable provision eliminated.

### **Waiver**

No waiver of any of the provisions of this agreement shall be effective unless it is expressly stated to be such and signed (physically or by clear email confirmation) by all parties to this agreement.

**Entire agreement**

This agreement contains the entire agreement and understanding of the parties relating to the subject matter of this agreement. Any specific clauses pertaining to this agreement if detailed in an accompanying proposal shall supersede the relevant clause herein. This document and, if applicable, any accompanying proposal, supersedes any previous agreement between the parties and remains in force in perpetuity and in its entirety unless subsequently cancelled or otherwise superseded in writing. The termination of this agreement howsoever occurring shall not affect the rights and liabilities of the parties already accrued at such time nor affect the continuance in force of such of its provisions as are expressed as effective or capable of having effect after such termination.

**Jurisdiction**

Chemical Search International Limited is a company registered in the United Kingdom. These terms and any agreement based on them shall be interpreted in accordance with English law. The Client agrees to irrevocably attorn to the non-exclusive jurisdiction of the courts of England.

***To be completed by Client, scanned and emailed to CSI consultant***

**I accept these terms & conditions for recruitment services provided to our company**

**Your Name:** \_\_\_\_\_

**Your Position:** \_\_\_\_\_

**Your Company:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed on behalf of Chemical Search International:**

<b>Director</b>	Stephen Mothersole
<b>Title</b>	Managing Director
<b>Signature</b>	