



TALENTSPHERE RECRUITMENT TERMS OF BUSINESS

INTRODUCTION

These Terms of Business govern the relationship between Talentsphere Recruitment and its Clients in the provision of Recruitment Services.

PERMANENT RECRUITMENT SERVICES

- 1. Acceptance of Terms:** Utilizing Talentsphere Recruitment's services, such as receiving a resume, interviewing, or hiring a candidate, signifies the Client's acceptance of these Terms.
- 2. Notification and Payment:** The Client must inform Talentsphere Recruitment immediately upon hiring a candidate and pay the agreed Permanent Placement Fee within 14 days of an invoice being issued.
- 3. Fee Structure:** The fee is a percentage of the candidate's Total Annual Gross Remuneration (details in Annexure A), including salary, superannuation, and other allowances.
- 4. Fee Liability Period:** The fee applies if a candidate is hired within 12 months of Talentsphere Recruitment's referral, directly or through a third party.
- 5. Guarantee Period:** A three-month guarantee is provided for candidate replacement, subject to terms, if the candidate leaves or is removed for poor performance. This guarantee is claimable once and within six months of departure.
- 6. Exclusions from Guarantee:** No replacement guarantee is offered in cases of retrenchment, business relocation, or significant job changes.
- 7. Confidentiality of Introductions:** Introductions are confidential. Hiring a candidate resulting from an indirect

introduction or shared with another employer incurs the Permanent Placement Fee.

- 8. Candidate Verification:** Talentsphere Recruitment endeavors to verify candidate credentials but is not liable for the candidate's actual skill level or competency.
- 9. Advertising Costs:** Talentsphere Recruitment covers advertising costs, except for client-authorized display ads, which are billed to the Client.
- 10. GST:** Fees are exclusive of GST, which is payable in addition to the invoice sum.
- 11. Litigation:** The Client agrees not to involve Talentsphere Recruitment in litigation related to candidate actions or judgments.
- 12. Late Payment:** Overdue payments attract an interest rate of 1.75% per month or the maximum legal rate.
- 13. Testing Costs:** Costs for psychometric, medical or other candidate testing are the Client's responsibility.
- 14. Payment Terms:** Invoices are payable within 14 days, issued upon the candidate's signing a contract of employment or Letter of Offer.

GENERAL TERMS FOR ALL SERVICES

- 1. Indemnification:** The Client indemnifies Talentsphere Recruitment against claims or damages caused by temporary workers or permanent candidates.
- 2. GST Reference:** References to GST pertain to the Goods and Services Tax as per the relevant Tax Act.
- 3. Legal Work Rights:** Talentsphere Recruitment ensures candidates and temporary workers have the legal right to work in Australia.
- 4. Compliance:** Talentsphere Recruitment adheres to all relevant laws and regulations.



- 5. **Entire Agreement:** This document represents the full agreement between Talentsphere Recruitment and the Client.
- 6. **Severability:** If any part of these Terms is invalid, the remainder remains effective.
- 7. **Governing Law:** These Terms are governed by the laws of the state where the work is performed.
- 8. **Assignment and Subcontracting:** Talentsphere Recruitment must obtain written consent from the Client before transferring rights to a third party.
- 9. **Waiver:** Waivers must be in writing and specific to the breach in question.
- 10. **Interpretation:** References to singular/plural, gender, Acts, and persons are interchangeable as context requires.

Agreement Executed by:

Client Name: _____

Signature: _____

Signatory Full Name: _____

Signatory Position: _____

Date: _____

Talentsphere Recruitment

Signature: _____

Signatory Full Name: _____

Signatory Position: _____

Date: _____



Annexure A
Fee Structure - Permanent Recruitment

Total Gross Remuneration (Annual)	Percentage Payable
Up to \$80,000	14%
\$80,001 - \$130,000	15%
\$130,001 - \$180,000	16%
\$180,001 and over	17%

Discounts to the above fee schedule are available for retained recruitment or projects involving multiple placements.