



Terms of Business

Permanent Employment

Altana Recruitment charge the client company a fee of **20% (the "Fee")** which is based on the candidate's annual starting salary, however, we are happy to discount substantially for exclusivity.

This Fee will be levied on the date of engagement and payable within 14 days from commencement of employment. The Fee covers the cost of the consultancy with both client and candidate and any advertising that may be necessary. Contract positions will be charged at 20% on a pro rata basis as appropriate.

Guarantee

Clients enjoy a solid 12 week guarantee window. That is, should a candidate leave the client's employ within the first four weeks a 100% refund will be issued or a free replacement found (no questions asked policy). If a candidate should cease employment with the client within the subsequent eight weeks, 40% of the full Fee will be refunded. We should be notified, in writing, within seven days of a candidate leaving.

Should the Fee not be paid within 14 days of a candidate commencing employment, the above mentioned Guarantee will be deemed null and void. In the event of a candidate being referred to a third party and subsequently being offered employment (i.e. either temporary or permanent) the referrer will be liable for the full Fee.

Temporary Employment

The charge levied will be invoiced on a weekly basis and payable within 14 days from the date of the invoice. We act as, and assume responsibility of, an employer of temporary personnel. This includes payment of salary, holiday pay, deduction and payment of all statutory contributions in respect of National Insurance and the administration of PAYE. At the end of each week, the client will be asked to sign a timesheet detailing hours worked (rounded to the nearest 15 minutes). On submission of this signed timesheet to Altana Recruitment the client accepts that the temporary has worked the hours stated and that the work has been completed to the client's satisfaction. There can be no redress once a timesheet has been signed and submitted to Altana Recruitment, as this forms the source document for payment to our employee and invoicing to the client. Should the client offer a permanent role, or further temporary work to a member of our temporary team, the full Fees will be levied.

General Conditions

The engagement of a candidate introduced by us, or the hire of a member of our temporary team, constitutes an acceptance of our Terms of Business, together with an agreement to pay the appropriate Fee. Whilst every care is taken in the selection of permanent candidates and temporary staff, no liability is accepted either (a) for any act of omission of any candidate introduced by us to you or (b) for any loss suffered by you consequent upon a failure by us to provide a requested candidate(s).