

Pharmacy Recruit Limited

Terms of Business

Pharmacy Recruit provides full-time and part-time permanent recruitment, temporary employment services (locuming) and consulting services and is an approved Police Vetting agency.

PAYMENT TERMS

Pharmacy Recruit invoices are issued on the first day of the job and Permanent placements need to be paid within seven (7) days of the invoice date.

ANNUAL SALARY PACKAGE

The **Pharmacy Recruit fee** is based on the Annual Salary Package. This is the aggregate of salary, relocation, temporary accommodation, and fees paid (e.g. APC, PSNZ, PDA).

FEE STRUCTURE

Unless otherwise agreed in writing in a separate preferred supplier agreement the following Fees will apply:

Permanent

The fee calculation structure for Permanent placements is 10% plus GST

For part time placements the above percentages apply, calculated on the pro-rated salary.

International or Customised Project Recruitment

International or customised project recruitment will be priced by separate proposal.

Advertising Costs

There is no fee for advertisement and publicity through the **Pharmacy Recruit** website, LinkedIn or Facebook, Instagram, Jora, Seek, Indeed or as chosen by the recruiter.

Accuracy of Information

A professional profile is provided to your company with the express and exclusive permission of the Candidate concerned. Parts of this professional profile rely on information provided by the Candidate. The professional profile is a summary of the Candidate's relevant skills. It is not necessarily intended to represent a complete career history. Where appropriate, **Pharmacy Recruit** has endeavoured to verify relevant information. However, **Pharmacy Recruit** cannot guarantee the overall accuracy of information contained in this report. **Pharmacy Recruit** shall not be responsible or liable for any losses, costs, expenses or damages however incurred (direct, indirect or consequential) arising out of or in connection with the information provided about the Candidate.

Candidate Performance

Pharmacy Recruit shall not be responsible or liable for any losses, costs, expenses or damages however incurred (direct, indirect or consequential) arising out of or in connection with the performance or any actions of the Candidate.

Guarantee Period

Unless otherwise agreed in writing an six (6) week guarantee is offered for all permanent appointments, providing the invoice is paid by the due date. The guarantee period commences from the candidate start date. Should the candidate resign or have their employment terminated within the guarantee period because he or she has not performed satisfactorily in the capacity for which they were hired and providing reasonable notice has been given, **Pharmacy Recruit** will be given no less than an exclusive period of four (4) weeks to find a replacement candidate to refill the vacated position. Provided the terms of the guarantee have been adhered to, a credit will be issued and held on the client account with **Pharmacy Recruit**. A new invoice will be issued as per our agreed terms of business for the new candidate (replacement) and any credit held may be used to offset this invoice (if appropriate). If a suitable replacement is not found within a reasonable and agreed timeframe the original placement fee will be credited to the client.

The guarantee period is not valid in circumstances that are out of our control for example, but not limited to: restructuring, redundancy, and force majeure.

Candidate Ownership

Any candidate or temporary worker (locum) referred and presented by **Pharmacy Recruit** remains a **Pharmacy Recruit Ltd** candidate for a period of eight (8) months following the later of date of original presentation or conclusion of a temporary assignment. If the Candidate is hired by the client, or any other organisation to which the client has referred the Candidate to, in any position, whether temporary or permanent, within this eight (8) month period, then the normal **Pharmacy Recruit** terms of Business and Fees will apply. All contact with the Candidate is to be channelled through **Pharmacy Recruit**.

Overdue Payment

- **Pharmacy Recruit** may require interest to be paid on any amount, which is more than seven (7) days overdue. Interest will be calculated at the rate of 5% above **Pharmacy Recruit** main trading bank's 90-day bank bill buy rate, as at the close of business on the date payment became due.
- The Client will be liable to pay any costs of recovery of overdue amounts including legal costs on a solicitor/client basis.
- If the Client does not pay any amount notified as overdue within five (5) working days of such notice, they irrevocably authorise **Pharmacy Recruit** to withdraw the services of the Candidate (but without removing obligation to pay the Candidate), until such overdue amounts are paid with interest and costs, as applicable.
- For recruitment and consulting services of a substantial value, **Pharmacy Recruit will require** a personal guarantee of payment from a Director.

Additional Services Available

Consultation services are offered for a separate fee. These include but are not limited to:

Communication workshops, commanding the floor workshops, Dispensary flow assessments, Candidate interviews, Ministry of Justice checks, and patient centric workshops, child protection policies and police vetting services, First Aid Training, Toniq training, RXOne training.

Signed.....

Dated.....