

# *Terms & Conditions*



**EXACT**  
RECRUITMENT SERVICES

*surround yourself with great people*



## Temporary Staff

All temporary staff are covered either by Exact Recruitment's Australian Workplace Agreement (AWA) or by the general collective industrial terms and conditions appropriate to the client's workplace.

Our temporary staff work a Monday to Sunday week and the hours are recorded on a timesheet which must be signed by the client before the timesheet will be processed for payment and invoicing. Temporary staff work 38 hours in any Monday to Friday week at the base hourly rate. Overtime rates apply for any hours worked in excess of eight (8) in any one day, 38 hours in any one week and for any work undertaken on weekends and public holidays. Shift allowances, meal allowances and penalty rates are payable for afternoon, night or morning shifts.

There is a requirement to employ temporary staff for a minimum of four (4) hours on any one day.

Rates quoted are subject to change due to changes in legislation, increases awarded by the Fair Pay Commission or additional benefits to employees. You will be notified in advance of any increases or changes by telephone and in writing.

### INVOICING

You are only charged for the actual hours worked by the temporary employee. You do not pay for lunch breaks, public holidays or absences due to illness or

personal reasons unless agreed to by you. Our rates are all-inclusive per hour and are subject to GST. You pay one amount which is invoiced weekly (payable strictly within 7 days) and Exact Recruitment makes all associated statutory payments.

### VOLUME REBATE

Volume discounts are available to Clients using our services on an exclusive basis and will be negotiated accordingly.

### APPOINTMENT OF REFERRED CANDIDATES

If a candidate referred by Exact Recruitment is appointed by you or an associated entity within twelve months of our introduction, the applicable fee is charged. If the candidate's details are passed to a third party you will be charged a full placement fee.

### GENERAL

All possible care is taken to ensure that temporary employees supplied by Exact Recruitment are qualified and experienced to meet your expected standards and we cannot accept liability for any claim for loss, expense, damage or delay however they occurred as a result of providing temporary employees to you.



## Permanent Staff

A permanent placement fee is payable when you employ a candidate who has been presented to your organisation by Exact Recruitment. The fee payable is based on the annual salary or salary package (whichever applies) of the candidate and has a corresponding guarantee period.

Upon listing a permanent position with Exact Recruitment or presentation of candidates for positions within your organisation it is understood you have agreed to accept and abide by our Terms and Conditions of Business. In circumstances where less than a full fee is paid there may be no guarantee period.

Permanent placement fees are as listed below:

Up to \$30,000	10%
\$30,001 to \$45,000	12%
\$45,001 to \$75,000	15%
Above \$75,001	20%
Minimum Fee	\$1,500
(All prices are exclusive of GST)	

In the event of a permanent position with a salary in excess of \$50,000 being withdrawn by the client after a period of two (2) weeks, a service fee of \$500 will be charged for administration and advertising costs.

### REPLACEMENT GUARANTEES

For a replacement guarantee to be valid, the following conditions apply:

- ▼ The unconditional guarantee period is dependent upon full payment being made within 21 days from date of invoice
- ▼ Exact Recruitment have sole rights of replacement

- ▼ Advertising costs for the replacement are not included in the guarantee and must be paid for by the client
- ▼ Exact Recruitment will replace once for each appointment
- ▼ We will replace the candidate based on the original job specification
- ▼ A replacement will not be supplied due to the original position being made redundant.

If a replacement is not required, or we are unable to provide a suitable replacement within six (6) weeks of the original candidate leaving your employ, you will receive a credit note for the balance of the fee.

### ADVERTISING

Our fees include the cost of advertising to the value of \$500.00. There is no fee payable if a suitable applicant is not introduced and employed by the client company. We reserve the right in cases where advertising at your request exceeds the amount of \$500.00, and where it is agreed that Exact Recruitment have fulfilled their obligation to present a shortlist of qualified and suitable applicants, to charge a service fee not exceeding the costs incurred by advertising.

### APPOINTMENT OF REFERRED CANDIDATES

If a candidate referred by Exact Recruitment is appointed by you, or an associated entity within twelve (12) months of our introduction, the applicable fee is charged. If the candidate's details are passed to a third party you will be charged the full placement fee.

*For an immediate solution to your staffing needs, call Exact Recruitment today.*

**EASTERN SUBURBS**

Suite 3, 56 Church Ave  
Mascot NSW 2020  
8338 0500

**NORTHERN SUBURBS**

Suite 2, 12 Fisher Rd  
Dee Why NSW 2099  
9971 0688

**WESTERN SUBURBS**

Suite 28, 163 Hawkesbury Rd  
Westmead NSW 2145  
9633 2633

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