

# *Terms & Conditions*



**EXACT**  
RECRUITMENT SERVICES

*surround yourself with great people*

## Terms & Conditions

These terms and conditions are an agreement between Exact Recruitment Services Pty Ltd (hereinafter referred to as "Exact") and the client company (hereinafter referred to as "the Client").



### Temporary Staff

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

Temporary staff work a Monday to Sunday week. The hours worked are recorded on a timesheet which must be signed by the Client before the timesheet will be processed for payment and invoicing. Rates include the base hourly pay rate, superannuation, worker's compensation insurance and payroll tax.

#### OVERTIME

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, additional benefits to employees or at the discretion of Exact. The Client will be notified in advance of any increases or changes by telephone and in writing.

#### INVOICING

The Client is only charged for the actual hours worked by the temporary employee.

There is no charge for lunch breaks, public holidays or absences due to illness or personal reasons unless agreed to by the Client. Exact's rates are all-inclusive per hour and are subject to GST. The Client pays one amount which is invoiced weekly and Exact makes all associated statutory payments. Invoices for temporary staff are payable strictly within seven (7) days.

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

#### GENERAL

All possible care is taken to ensure that temporary employees supplied by Exact are qualified and experienced to perform the duties required by the client. While Exact endeavours to provide full and accurate information Exact accepts no liability for any claim for loss, expense, damage or delay however they occurred, as a result of any action taken by Exact, its employees or agents.

### Permanent Staff

A permanent placement fee is payable when the Client employs a candidate who has been presented to their organisation by Exact. The fee payable is based on the annual salary package of the candidate and has a corresponding guarantee period.

Upon listing a permanent position with Exact the Client will be presented with Exact's Terms and Conditions for signature to confirm acceptance of these terms.

Permanent placement fees are as listed below:

Salary	Fee	Guarantee Period
Up to \$30,000	10%	10 weeks
\$30,001 to \$45,000	12%	12 weeks
\$45,001 to \$75,000	15%	15 weeks
Above \$75,001	20%	20 weeks
Minimum Fee		\$1,500
(All prices are subject to GST)		

In circumstances where less than a full fee is paid there may be no guarantee period.

#### REPLACEMENT GUARANTEES

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

- Full payment must be made within 21 days from date of invoice
- Exact has sole rights of replacement
- Exact will replace once for each appointment
- A replacement will not be supplied due to the original position being made redundant or due to company restructure, merger or close of business
- Exact will replace the candidate based on the original position description

- Advertising costs for the replacement are not included in the guarantee and must be paid for by the Client.

If the Client has not appointed a replacement from a shortlist of qualified and suitable applicants referred by Exact within four (4) weeks of the original candidate leaving the Client's employ, the Client will receive a credit note for the full amount of the invoice. A credit note will not be issued if a replacement is not required.

#### ADVERTISING

Exact's fees include the cost of advertising. All advertising is at the discretion of Exact or as negotiated with the client.

#### SERVICE FEE

In the event of a position being withdrawn by the Client after Exact has presented a shortlist of qualified and suitable applicants, Exact reserves the right to charge a service fee of \$1,000 for administration and advertising costs.

#### APPOINTMENT OF REFERRED CANDIDATES

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

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

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