



TERMS AND CONDITIONS

1. Once a candidate referred by Vine Recruitment commences work with the Client, the Client thereby accepts our terms and conditions.
2. A fixed fee of the annual cost to company will be charged to the Client for all permanent placements. We do not have a sliding scale with higher percentages for more senior positions as we give 100% in the recruitment of each position and prefer keeping it simple.
3. A fixed fee of the hourly/monthly rate will be charged to the Client for all temporary placements. Should the temporary candidate be offered a permanent position within the company, the outstanding balance of 12 months will be charged to the client. If, however, the job specification changes and the candidate is put into a more senior position, we will charge for 12 months.
4. An admin fee will be charged to the Client, should the Client make use of our services, yet end up employing someone internally.
5. An admin fee of the annual cost to company will also be charged to the Client, should the job specification change and suitable candidates put forth by Vine Recruitment be disqualified upon these changes made.
6. **The client will be eligible to receive a discount on the placement fee, should the client employ the candidate referred by Vine Recruitment within 30 days from receiving the candidate's particulars.**
7. All recruitment fees must be paid in full within 7 days (5 working days) from commencement of employment.
8. Should a candidate leave or be fairly dismissed (in accordance with the principles set out in the Code of Good Practice, contained in Schedule 8 of the Labour Relations Act, no. 66 of 1995) within three months and should Vine Recruitment not be able to find a suitable replacement, a 3-month guarantee will be applicable.
9. A credit note will be supplied to the Client and will be valid for 6 months (no cash refunds will be made in this period). Should the Client not have any new staffing needs for a period of 6 months, the credit amount will be refunded after 6 months. If the Client, however, has vacancies within the 6-month period and does not make use of Vine Recruitment's services in sourcing candidates, the credit amount will be forfeited after 6 months.

Up to 30 days – 80% credit

31 to 60 days – 45% credit

61 to 90 days – 25% credit

10. The guarantee is only valid should the recruitment fee be paid in full within 7 days (5 working days) of the commencement date.
11. Any candidate referred to the Client by Vine Recruitment will be considered as a referral for a period of 12 months. Employment of any referred candidate within these 12 months will be charged at our normal recruitment rates.
12. Information supplied to the Client by Vine Recruitment will be confidential and may not be forwarded to a third party. Should the Client forward information to a third party, leading to employment of the specific candidate supplied by Vine Recruitment, the third party will be liable for the recruitment fee.
13. Vine Recruitment has good advertising coverage and advertises their Clients' positions for free. Should the Client, however, request a specific means of advertising different from that of Vine Recruitment, they will be liable for these costs.
14. Thorough psychometric testing can be arranged at the Client's expense.
15. If the candidate's employment is terminated with the Client for matters out of his/her control (such as the Client closing down or moving, retrenchment or unfair dismissal) the Client will still be liable for the full recruitment fee.
16. Vine Recruitment will do reference checks on all candidates introduced to the Client.
17. Criminal checks will be done on candidates at offer stage, unless otherwise specified or required.
18. Vine Recruitment cannot accept liability for any false information supplied by candidates to the Client or to us. We do, however, take the utmost care to verify candidate information.

For more information, please contact:

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