

## Terms of Business

These Terms of Business are between:-

**White Recruitment Ltd** (WR) of Ameiva House, Quartremaine Road, Portsmouth, Hampshire, PO3 5QP Company Number: 6359378, (the “**Company**”), and the company, person, firm or corporate body together with any subsidiary or associated company as defined by the Companies Act 2006 and any customer or agent of the Client requiring the services of the **Company** ( the “**Client**”)

### Whereas

(1) these Terms are deemed to cover the supply of services by White Recruitment Ltd trading as **WR Health & Social and WR Transport & Logistics, WR Engineering & Manufacturing, WR Support Service and WR HVAC** referred to as WR; and

(2) where supplying Candidates for employment by the Client, WR acts as an employment agency; where supplying Candidates for temporary engagement by the Client, WR acts as an employment business; and

### 1. DEFINITIONS

1.1 In these Terms of Business the following definitions apply:

**Agreed Purposes:** the performance by each party of its obligations under this agreement, and in particular the supply of Candidates by WR for employment or otherwise by the Client.

**Assignment** means the period during which the Candidate is supplied to render services to the Client.

**Candidate** means the person introduced by the Company to the Client for an Engagement employment capacity, including any officer or employee of the Limited Company where the individual supplied is a Limited Company Contractor.

**Controller, data controller, processor, data processor, data subject, personal data, processing and appropriate technical and organisational measures:** as set out in the Data Protection Legislation in force at the time

**Data Protection Legislation:** (i) the Data Protection Act 1998, until the effective date of its repeal (ii) the General Data Protection Regulation ((EU) 2016/679) (GDPR) and any national implementing laws, regulations and secondary legislation, for so long as the GDPR is effective in the UK, and (iii) any successor legislation to the Data Protection Act 1998 and the GDPR, in particular the Data Protection Bill 2017-2019, once it becomes law

**EAA Regs** means the Conduct of Employment Agencies and Employment Businesses Regulations 2003.

**Engagement** means the use of the Candidate by the Client on a permanent or temporary basis, whether under a contract of service or for services; under an agency, license, franchise or partnership agreement, trial, induction, or any engagement or employment.

**Introduction** means (1) the passing to the Client of a CV or other information which identifies the Candidate following Client's instructions to the Company to search for a Candidate or (2) the interview (in person, video conferencing or telephone or any other electronic means) or Engagement of a Candidate by the Client (or any Third Party who has obtained such information through the Client's intermediation) following the passing to the Client by the Company of a CV or other information which identifies the Candidate.

**Limited Company Contractor** means the Candidate, who may or may not have Opted-Out of the EAA Regs, whose services are supplied by the Company to the Client through a Limited Company which is contracted by the Company under a Contract for Services.

**Permitted Recipients:** The parties to this agreement, the employees of each party, any third parties engaged to perform obligations in connection with this agreement,

**Remuneration** includes base gross salary or fees, guaranteed and / or anticipated bonus and commission earnings, allowances, inducement payments, the benefit of a company car and all other payments and taxable (and, where applicable, non-taxable) emoluments payable to or receivable by the Candidate for services rendered to or on behalf of the Client.

**Shared Personal Data:** the personal data to be shared between the parties under this agreement. Shared Personal Data shall be confined to the following categories of information relevant to the following categories of data subject:

The names of potential Candidates;

Potential Candidates' CVs;

Personality information; and

Contact details on acceptance of employment or if requested in writing by the client and agreed by the candidate, information on salary both current and expected, future holidays, notice period.

### 2. GENERAL

2.1 Unless the context requires otherwise, references to the singular include the plural and reference to the masculine include the feminine and vice versa.

2.2 The headings contained in these Terms are for convenience only and do not affect their interpretation.

2.3 These Terms of Business are deemed to be accepted by the Client by virtue of a request for details of or Introduction to suitable Candidates by CV, in person, and by any means whatsoever.

2.4 In submitting a vacancy to the Company the Client agrees that the Company may advertise that vacancy with or without naming the Client as agreed at that time.

2.5 No variation or alteration of these Terms of Business shall be valid unless approved in writing by an authorised employee of the Company.

2.6 These Terms contain the whole agreement between the parties and supersede and replace any prior written or oral agreements, representations or understandings between the parties, and in particular shall supersede any terms set out in any purchase order or other communication issued by the Client to the Company.

2.7 Non Solicitation: WR shall not at any time solicit or make a direct approach to any employee of a client who engages with WR for the provision of recruitment services, However, WR reserves the right to represent any candidate who; approaches WR to use their services directly or posts their CV on a job board or invites offers of employment via their LinkedIn profile or when the approach by the employee is made by response to any publicly available advertisement, whether electronically via job boards, social media or other electronically available platforms available in the public domain.

2.8 All contracts entered into are concluded on these terms of contract

**3. CLIENT'S OBLIGATIONS**

3.1 The Client agrees to provide the Company with details regarding Health & Safety on Client's site(s).

3.2 Although the Company will carry out ID checks pursuant to the EAA Regs, the client agrees to establish the Candidate's eligibility to work in the UK prior to the Candidate's commencement of services in accordance with requirements set out in the Immigration, Asylum & Nationality Act 2006 and any subsequent amendments thereof.

3.3 The Client shall satisfy itself as to the suitability of the Candidate whether it be on a temporary, permanent or contract basis and shall be responsible for obtaining work permits and other permits if required, for the arrangement of medical examinations and / or investigations into the medical history of any Candidate, and satisfying any medical and other requirements or qualifications required by law of the country in which the Candidate is engaged to work.

**4. LIABILITY**

4.1 The Company shall not be liable under any circumstances for any loss, expense, damage, delay, costs or compensation (whether direct, indirect or consequential) which may be suffered or incurred by the Client arising from or in any way connected with the Company seeking a Candidate for the Client or from the Introduction to or Engagement of any Candidate by the Client or from the failure of the Company to introduce any Candidate. The Company does not exclude liability for death or personal injury arising from its own negligence.

**5. LAW**

5.1 These Terms are governed by the law of England & Wales and are subject to the exclusive jurisdiction of the Courts of England and Wales.

**CONCERNING THE INTRODUCTION OF PERMANENT STAFF TO BE DIRECTLY EMPLOYED BY THE CLIENT**

**6. NOTIFICATION AND FEES**

6.1 The Client agrees:

6.1.1 To notify the Company by 12 midnight on the following business day of any offer of Employment or engagement which it makes to the Candidate.

6.1.2 To notify the Company by 12 midnight on the following business day that its offer of Employment or engagement to

the Candidate has been accepted and to provide details of the Remuneration as defined in clause 1; and

6.1.3 To pay the Company's fee within 14 days from the date of the invoice;

6.2 A fee is incurred by the Client when the Candidate commences the engagement which shall include induction, trial and/or probation and the Company will render an invoice to the Client for its fees.

6.3 The fee payable to the Company by the client for the introduction of a candidate is based upon the Remuneration which the Candidate is offered and which the Candidate accepts in consideration of his engagement by the client determined at the date of the offer of engagement. Additionally VAT at the current rate will be charged.

**Fees**

Calculated on salary, guaranteed bonuses, shift allowances;

**Scale of Fees**

Gross Remuneration (£)		% Charge
0	9,999	15
10,000	14,999	17.5
15,000	19,999	20
20,000	24,999	22.5
25,000	29,999	25
30,000+		27.5

6.4 The client shall within 7 days of notifying the company of acceptance of engagement and remuneration offered provide an email address for the delivery of invoices. The company will on the working day of commencement of the engagement or the working day upon which the company is told of the engagement (if later) deliver it's invoice to the email address provided by the Client, which is the agreed means of delivery

6.5 In the event that the Engagement is for a fixed term of 12 months or more, the fee payable to the Company by the Client for the Introduction of a Candidate is based upon the gross remuneration which the Candidate is entitled to earn during the first 12 months of his Engagement by the Client. Additionally, VAT at the current rate will be charged.

6.6 In the event that the Engagement is for a fixed term of less than 12 months, the fee in clause 6.3 will apply pro-rata. If the Engagements is extended beyond the initial term or if the Client re-engages the Candidate within 6 calendar months from the date of termination of the first Engagement the Client shall be liable to pay a further fee based on the additional Remuneration applicable for the period of Engagement following the initial fixed term up to the termination of the second Engagement and any subsequent engagements or the first anniversary of its commencement, whichever is the sooner. If the Client subsequently engages or re-engages the Candidate within the period of 6 calendar months from the date of termination of the Engagement or withdrawal of the offer, a full fee calculated in accordance with clause 6.3 above becomes payable.

**7. GUARANTEES - REBATES & FREE REPLACEMENTS**

7.1 In order to qualify for the following rebates, the Client must pay the Company's fees as set out in clause 6.3 within the agreed payment terms in clause 6.1.3. from the date of invoice and must notify the Company in writing of the termination of the Engagement within 7 days of its termination. Clients accepting discounted fees do not qualify for rebate.

7.2 If the Engagement terminates before the expiry of 8 weeks (except where the Candidate is made redundant, or payment is not received within the agreed payment terms in clause 6.1.3. or otherwise agreed period) the agency will find a suitable replacement free of charge to the same invoice value or less and must do this within 8 weeks from notification by the client. The difference will be invoiced if higher. In circumstances where the agency is unable to provide a suitable replacement within 8 weeks, the fee will be rebated in accordance with the rebate scale in clause 7. The refund will be paid within 7 days.

**Rebate Scale**

Period of Employment	% of Credit
Up to 4 weeks	75
Not exceeding 6 weeks	25
Not exceeding 8 weeks	10

7.3 In circumstances where clause 6.5 applies the full fee stated in clause 6.3 is payable and there shall be no entitlement to a refund.

**8. DISCOUNTS**

8.1 Discounts must be agreed by the Company in writing or email.

8.2 In the case where fees have been discounted, invoices must be paid within the agreed payment terms in clause 6.1.3 unless otherwise agreed in writing.

**9. INTRODUCTIONS**

9.1 Introductions of Candidates are confidential. The disclosure by the Client to a third party of any details regarding a Candidate introduced by the Company which results in an Engagement with that third party within 12 months of the Introduction renders the Client liable to payment of the Company's fee as set out in Clause 6.3 without entitlement to any refund.

9.2 An introduction fee calculated in accordance with Clause 6.3 will be charged in relation to any Candidate engaged as a consequence of or resulting from an introduction by or through the Company, whether direct or indirect, within 12 months from the date of the Company's introduction.

9.3 Where the amount of the actual Remuneration is not known the Company will charge a fee calculated in accordance with Clause 6.3 on the minimum level of remuneration applicable for the position in which the Candidate has been engaged with regard to any information supplied to the Company by the Client and the market rate for comparable positions.

9.4 In the event that any employee of the Company with whom the Client has had personal dealings accepts an Engagement with the Client within 3 months of leaving the Company's employment, the Client shall be liable to pay an introduction fee to the Company in accordance with Clause 6.3

**CONCERNING THE SUPPLY OF TEMPORARY STAFF SERVICES**

**10. NOTIFICATION AND FEES**

10.1 The Client agrees to pay the Company's hourly charges as notified at the commencement of the Assignment and as may be varied from time to time during the Assignment. The charges are comprised mainly of the Candidate's remuneration (including, if applicable, Holiday Pay under

the Working Time Regulations 1998) but also include the Company's fees, any statutory contributions applicable and travel, accommodation or other expenses as may have been agreed with the Client or, if there is no such agreement, such expenses as are reasonable. VAT is payable on the entirety of these charges. Charges are payable within the agreed payment terms in clause 6.1.3. from the date of a monthly submitted invoice, or within 30 days from the date of a weekly submitted invoice;

10.2 The Company remunerates Candidates by reference to the time sheets completed by the Candidate. Accordingly, each and every time sheet verified by an employee, officer or representative of the Client shall be conclusive evidence of the number of hours worked by the Candidate and shall be conclusive evidence of the Client's satisfaction with the services rendered by the Candidate.

10.3 For the avoidance of doubt, Candidates will not be employees of the Client or the Company and the Client should not treat them like employees.

**11. INTRODUCTION FEES**

11.1 This clause applies to the direct Engagement by the Client of a Candidate introduced by the Company, the Introduction by the Client of a Candidate to any third party resulting in the Engagement of the Candidate by that third party, and to the Candidate being supplied to the Client via another employment business in accordance with Regulation 10 of the EAA Regs.

11.2 In the circumstances described in clause 11.1 above, the Client may at its election either pay the Company an introduction fee in accordance with clause 11.3 below or commit to engage the Candidate as such for a further period in accordance with clause 11.4 below, except where the Candidate is an Opted-Out Limited Company Contractor. Where following written notice by the Company the Client fails to make such election within 7 days following service of the said notice, the right of such election shall pass irrevocably to the Company who may elect by written notice.

11.3. The introduction fee will be calculated in accordance with the Company's fees for permanent engagements in accordance with 6.3 above. Where the Client fails to inform the Company of the remuneration, the introduction fee will be calculated by multiplying the last known hourly charge rate of the Company for the Candidate's services by 400. No rebate of the introduction fee will be paid in the event of subsequent termination of the engagement. VAT is payable in addition to any fee due.

11.4 Alternatively, the Client may continue to use the services of the Candidate through the Company on these Terms for the period of 2 years.

**12. SUITABILITY OF THE CANDIDATE AND LIABILITY OF THE COMPANY**

12.1 Whilst EVERY reasonable effort is made by the Company to ensure Candidates have the appropriate standards of skill, integrity and reliability, the Company is not liable for any loss, expense, damage, delay or disruption arising from the provision of a Candidate, the failure to provide or replace any Candidate for all or part of the Assignment, the negligence, dishonesty, misrepresentation, misconduct or lack of skill of the Candidate in the course of the Assignment. Nothing in this clause 12.1 shall exclude the Company's liability for death or personal injury arising from its own negligence.

12.2 Candidates are engaged by the Company under contracts for services and are not employees of the Company. With the exception of Limited Company Contractors they are under the reasonable supervision, direction and control of the Client from the time they report to take up duties and for the duration of the Assignment and any subsequent contract extensions. The Client agrees to be responsible for all direction, supervision, acts, errors or omissions of the Candidate/temporary worker, whether willful or negligent.

12.3 The Client will comply in all respects with the Health and Safety at Work Act 1974, the Working Time Regulations, the Data Protection Legislation and all other by-laws, codes of practice and legal requirements to which the Client is ordinarily subject in respect of its own staff. Where the Candidate is supplied through or incorporated under a limited company, the Candidate will decide how best to perform the Assignment and will be responsible for all acts, errors or omissions during and after the assignment. The client is responsible for arranging Employers and Public Liability for the temporary worker.

### **13. INTEREST FOR LATE AND NON-PAYMENT**

13.1 The company reserves the right to charge interest and compensation on invoiced amounts unpaid for more than 7 days pursuant to the Late Payment of Commercial Debts (Interest) Act 1998 from the due date until the date of payment.

### **14. DATA PROTECTION**

14.1 **Shared Personal Data.** The provisions which follow set out the framework for the sharing of personal data between the parties as data controllers. Each party acknowledges that one party (the Data Discloser) will disclose to the other party (the Data Recipient) Shared Personal Data collected by the Data Discloser for the Agreed Purposes. Each party shall:

14.1.1 Ensure that it has all necessary consents and notices in place to enable lawful transfer of the Shared Personal Data to the Data Recipient for the Agreed Purposes;

14.1.2 Give full information to any data subject whose personal data may be processed under this agreement of the nature such processing. This includes giving notice that, on the termination of this agreement, personal data relating to them may be retained by or, as the case may be, transferred to one or more of the Data Recipients, their successors and assigns;

14.1.3 Process the Shared Personal Data only for the Agreed Purposes;

14.1.4 Not disclose or allow access to the Shared Personal Data to anyone other than the Permitted Recipients;

14.1.5 Ensure that all Permitted Recipients are subject to written contractual obligations concerning the Shared Personal Data (including obligations of confidentiality) which are no less demanding than those imposed by this agreement;

14.1.6 Process no other personal data acquired in connection with this agreement other than the Shared Personal Data;

14.1.7 Ensure that it has in place appropriate technical and organisational measures to protect against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data;

14.1.8 Not transfer any personal data outside of the European Economic Area unless the prior written consent of the data subject has been obtained and the following conditions are fulfilled:

14.1.8.1 ensure the data subject has enforceable rights and effective legal remedies with regard to the transferred personal data; and

14.1.8.2 Ensure the transferring party complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any personal data that is transferred.

14.2 **Compliance.** Each party shall comply with the Data Protection Legislation and agrees that any material breach of the Data Protection Legislation shall, if not remedied within 30 days of written notice from the other party, give grounds to the other party to terminate this agreement with immediate effect.

14.3 **Mutual assistance.** Each party shall assist the other in complying with all applicable requirements of the Data Protection Legislation.

14.4 **Indemnity.** The Client shall indemnify the Company against all claims and proceedings and all liability, loss, costs and expenses incurred by the Company as a result of any claim made or brought by a data subject or other legal person in respect of any loss, damage or distress caused to them as a result of any breach by the Client of the Data Protection Legislation by the Client, its employees or agents, provided that the indemnified party gives to the indemnifier prompt notice of such claim, full information about the circumstances giving rise to it, reasonable assistance in dealing with the claim and sole authority to manage, defend and/or settle it.

### **15. COMPLAINTS**

14.1 Complaints should in first instance be addressed to the employee. In the event that a complaint cannot be settled with the employee the Client should contact the Directors, White Recruitment Limited, Amevia House, Quartremain Road, Portsmouth, Hampshire, PO3 5QP  
email: [info@whiterecruitment.com](mailto:info@whiterecruitment.com)

14.2 Contracts (Rights of Third Parties) Act 1999: The Contracts (Rights of Third parties) Act does not apply to these terms.

**I have read and accept these terms of business**

**Signature:**