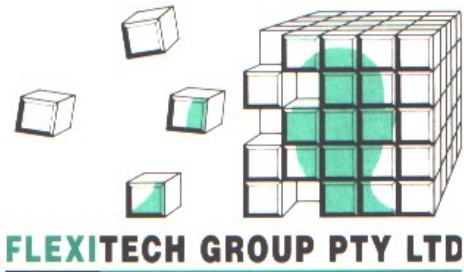


TERMS OF BUSINESS: CONTRACT PERSONNEL PLACEMENT



Background

Flexibility is the key! A balanced mix of Contract Personnel ensures maximum flexibility and utilization of the company's total workforce at minimum cost.

Flexitech Group is an independent, wholly Australian owned company dedicated to the recruitment and placement of technical personnel across the broad spectrum of Executive / Middle Management / Engineering/ Drafting and Specialists to the automotive, aircraft and associated Manufacturing industry.

Benefits of Contract Personnel:

- ◆ Supplement and assist the company's permanent workforce with fluctuations in its project's workload.
- ◆ Provide specialised expertise that is not readily available and required by the company.
- ◆ Replace employees absent on annual leave, sick leave, long service leave, parental leave, workers compensation leave, etc., thus eliminating and managing the need for expensive overtime.
- ◆ Small companies who have an uncertain workload and are unable to guarantee continuity of employment.
- ◆ With staff ceiling a reality in many companies and government departments, contract personnel assist in accomplishing the work.
- ◆ Need a new employee however concerned about the legal implications of employing the wrong person? On contract you get to evaluate the prospective employee for the full year with no employer obligations.

Terms of Business

A copy of these Terms of Business will accompany the confidential resume of every candidate introduced. All information supplied is CONFIDENTIAL including verbal and written correspondences.

The acceptance by a client company of the resume of a candidate or interviewing of a candidate referred by Flexitech Group implies the agreement by the Client Company of these Terms.

During the Expected Term of the project and for a period of 3 months thereafter, should the Client Company choose to engage Contract Personnel supplied by Flexitech Group as:

- ◆ Permanent Staff
- ◆ Direct Sub-Contractor

Contractor to Permanent

- Where for any reason the Client Company offers a contractor a position as an employee within a period of 12 months following the contractors commencement of work, a Permanent Placement Fee will be calculated on a pro rata basis, from the commencement of the contract assignment to the date of commencement of permanent employment.
- If for whatever reason the prospective Permanent candidate, sourced by Flexitech, is initially engaged as a contractor, through Flexitech, the same fee structure also will apply.
- For Client sourced candidates who contract through Flexitech and are consequently offered permanent employment no permanent placement fee will apply.

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Accounts Management

Regular reviews are conducted to monitor the contractor's performance and any concerns with the Client Company.

Typically it is 1st day, 1st week, 1st month and quarterly and of course at the conclusion or renewal of the contract.

All contractual matters catered: Taxation – PAYG & Payroll, Superannuation, Workcover etc.

Contractors are paid promptly every fortnight either by

- ◆ EFT – Electronic Fund Transfer (Cleared funds directly in their bank account) or Cheque (Mailed).

Fee (Hourly \$ Rate / Hour)

*Client's Investment = Contractor's Fee
+ Flexitech Agent's Fee
+ Statutory compliance costs*

The Contractor's fee is negotiable and reflects the services and the experience / qualification profile required.

Guarantees

The guarantee is effective from the commencement hour of the contractor.

Should a contractor placed by Flexitech Group be unsuitable and is terminated within the first 3 hours and we are notified immediately and given the exclusive opportunity to locate a suitable replacement:

- ◆ The first 3 hours is free of charge.

Invoicing

Claims for payment to cover costs associated with our services are typically weekly as per our time sheets. Signing of our time sheets by the Client Company's supervisor implies authorisation for invoicing.

Terms of Payment:

Payment due (Net 14 days) from receipt of our invoice.

Conflict of Interest

It is the policy of the company that no employee / contractor, shall have any direct or indirect interest in, or represent or undertake any act for a competing concern of Flexitech Group or its clients unless the interest, service or representation is disclosed and approved in accordance with this policy.

All employees / contractors will conduct themselves with the highest standards of integrity, honesty and fair dealing to preclude conflicts between their personal interest and that of Flexitech Group and their clients.

Conclusion

We have become well versed in the requirement of contract personnel, ensuring clients and contractors are fully informed, and all contractual matters are fully catered for, thus ensuring that the only confronting challenges are the project tasks at hand. For further information and advice contact Flexitech Group.