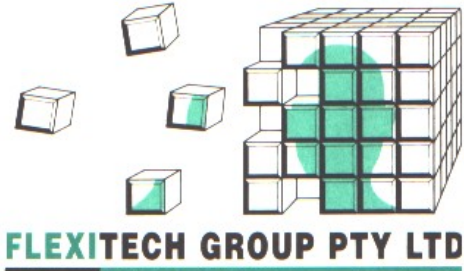


TERMS OF BUSINESS: PERMANENT PERSONNEL PLACEMENT



Background

Flexibility is the key! As we appreciate that no two businesses will ever have identical Permanent Personnel Recruitment needs, we provide a personalised flexible service.

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 industries.

The most important aspect of recruiting new team members, especially permanent staff, is to ensure that your chosen recruitment companies have a total understanding and appreciation of the position specification, personnel profile and also your industry's particular needs.

Terms of Business

A copy of these Terms of Business will accompany the confidential resume of candidates 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.

Flexitech Group must approve in writing any alteration to these Terms of Business.

Fees

Our fees are for general advertising, locating, screening, interviewing, reference checking, if required testing and short-listing candidates for final selection & hiring by the Client Company.

Professional tests charged at cost: Occupational, Psychological and Medical.

- ◆ *Fees payable:
1-5 placements inclusive - 10% of the annual commencing salary package paid to the successful candidate.
6 placements & over – 7.5% of total salary package (per calendar year).
\$10,000 maximum fee per placement.*
- ◆ *Total salary packages include superannuation, vehicles etc. Invoice will be issued on commencement of successful candidate.*
- ◆ *No fee is payable until a suitable candidate is introduced and hired.*
- ◆ *If the start date of chosen candidate is deferred for a period of up to 12 months, Flexitech reserves the right to charge the client company the full Placement Fee*

Terms of Payments

Payment due (Net 14 days) from the commencement date of the appointee.

Guarantees

The guarantee is effective from the commencement date of the appointee.

Should an appointee placed by Flexitech Group resign or be terminated within 3 months, one replacement will be made free of charge provided we are notified immediately and given the exclusive opportunity to locate a suitable replacement.

Personnel Recruitment & Placement

Suite 333 South Place, 29 Milton Parade, Malvern, Vic 3144

Phone: (03) 9832 0933 Email: admin@flexitech.com.au

Fax: (03) 9832 0934

Web: www.flexitech.com.au

- ◆ **The guarantee is invalidated if:**
*The payment is not made on time.
The appointee is retrenched.
The appointee is assigned to other positions with different conditions, and resigns.*

Advertising

Flexitech Group will conduct newspaper line advertisements and on line advertising at its own expense if deemed necessary to attract suitable candidates.

Display advertising will require approval by the Client Company before insertion and shall be charged at cost. The approved advertising will be invoiced immediately after insertion regardless of the progress stage of the assignment.

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

A broad outline of the legal obligations of employment are listed, however it is not intended to and does not encompass all aspects of this subject matter. For further information and advice contact Flexitech Group.

- ◆ *Workplace Relations Act.
Awards and Employment Agreements
Australian workplace Agreements (AWAs)
Certified Agreements (CAs)
Informal Agreements*
- ◆ *Federal and State Legislation.
Taxation – Group, Payroll, Fringe Benefits
Levies – Workcover, Superannuation*
- ◆ *Common law principles.*
- ◆ *Equal Opportunity
Unfair dismissal
Sexual Harassment
Occupational Health and Safety - OH&S*