



Special Terms for Accepting Introductions via Recruitment Agencies

1. The Company will consider entering into a contract with a Recruitment Agency on the understanding that the following terms apply and that these special terms take precedence over any similar terms in the Agency's contract.
2. The Company will pay the Agency a fee for an introduction resulting in an engagement at a rate of 10% of the total annual remuneration including all taxable benefits. If the engagement is for a fixed term of less than one year, this fee will be reduced pro rata. If a fixed term contract is extended an additional fee will be paid so that the total of all fees paid is equivalent to 10% of the total annual remuneration including any taxable benefit.
3. If the Applicant leaves the Company during the first twelve weeks of engagement the Agency will refund part of the Introduction Fee in accordance with the scale set out in the following table

Week in which the applicant leaves	% of introduction fee refunded
1-2	80%
3-4	70%
5-6	60%
7-8	40%
9-10	20%
11-12	10%

4. In the event that the same candidate is introduced by more than one agency, the Company will pay an Introduction Fee to the agency that introduced the candidate first.

5 February 2018