

UK Positions:

1. Definitions

- a. This document refers to Amarith Ltd, Bentwaters Parks, Rendlesham, Woodbridge, Suffolk, IP12 2TW, UK, Company registration Number 04525158 – “the Company”
- b. “Candidate or Candidates” means a work-seeker(s) notified to the Company by a Recruitment/Employment Agency (RA).
- c. “Fee” means the fee payable to the Recruitment/Employment Agency by the Company for the provision of a candidate.
- d. “Total annual commencing remuneration” (TACR) represents the total gross annual salary at commencement of employment.

2. Code of Conduct

In order to provide recruitment services to the Company, RAs will be required to abide by the Company’s “Code of Conduct for Recruitment Agencies”, which is available at www.amarith.com.

3. Job Overview & Associated Information

The Company has assimilated a comprehensive “Job Overview” for all roles, including a full job description and person specification. It is freely available at www.amarith.com. The RA will be expected to become fully familiar with this and then to accurately match prospective candidates to it.

The Company will also provide further details about the Company and role to the RA, so that the RA can discuss them with prospective candidates, in order to ensure that they are clear and acceptable to the candidate, from the outset.

4. Fees

Fees will be agreed between the Company and the RA before any work is carried out by the RA for the Company.

Amarinth’s Negotiable fee range is:

£20,000 - £29,000	10 – 17% of TACR. Up to a maximum of £4,900
£30,000 - £45,000	15 – 17% of TACR. Up to a maximum of £7,800
£46,000 - £60,000	14 – 16% of TACR. Up to a maximum of £9,600
£61,000 - £75,000	12 – 15% of TACR. Up to a maximum of £10,250

Recruitment Agency fee to be agreed in writing before commencement

Fees will only be paid by the Company to the RA, once the candidate in question has signed a contract of employment. Once this has happened, the RA will be invited to submit an invoice, which will be paid under the Company’s standard payment terms.

5. Refund Requirements

If the candidate leaves the employment of the Company shortly after the commencement of employment, either of the two following options will apply:

- a. The Company will be reimbursed, according to following scale:
 - Up to 4 weeks of employment – 75% of the fee paid.
 - Up to 8 weeks of employment – 50% of the fee paid.
 - Up to 12 weeks of employment – 25% of the fee paid.
- b. The RA will use all reasonable endeavours to find the Company a suitable replacement candidate/employee.

6. Reference Checks

Whilst the Company accepts that it has the primary and ultimate responsibility for checking all relevant “Candidate Information”, e.g. The candidate’s identity, legitimacy to work in the UK, work-experience, qualifications, integrity and other qualities, skills and attributes relevant to the role, the RA will be expected to contribute to this. The Company feels that this should be included in any reasonable “pre-selection procedure” carried out by the RA. The more the RA contributes to this work, the more they are likely to receive repeat-business from the Company.

7. Variation Agreement

Any variation or amendment to these terms and conditions shall only be valid or binding on the Company if agreed in writing between the RA and the Company.

For and On Behalf of Amarinth Ltd	For and On Behalf of Recruitment Agency
Name:	Recruitment Agency Name:
Job Title:	Name:
Date:	Job Title:
	Date:

Please return to:

David Woollard, Head of HR, Amarinth Ltd, Bentwaters Parks, Rendlesham, Woodbridge, Suffolk, IP12 2TW.

