



1: Acceptance of terms and conditions

The Client will be deemed to have accepted and agreed to these Terms and Conditions (which will prevail over any other terms and conditions put forward by the Client), when any of the following events occurs:

- **1** the Client requests the Agency to Introduce a Candidate for any position; or
- **2** the Client, or a third party acting on the Client's behalf, interviews a Candidate; or
- **3** the Client Engages a Candidate in any capacity; or
- **4** a Candidate begins work for the Client in any capacity; or
- **5** the Agency provides any of the Recruitment Services to the Client.

2: Definitions

In these Terms and Conditions:

- **Affiliate**

means, in relation to a Party, any person that Controls, is Controlled by, or is under common Control with that Party;

- **Agency**

means Themis Recruit Ltd, which trades also as Themis Recruit, a company registered in England and Wales under company registration number, 14836736 and whose registered office is at 31-33 Bondway, London, SW8 1SJ;

- **Agreement**

means the Agreement containing these Terms and Conditions;

- **Applicant**

means an individual whom the Agency considers for Introduction to the Client;

- **Candidate**

means a person Introduced by the Agency to the Client to be considered for an Engagement;

- **Claims**

has the meaning given in clause 8.6;

- **Client**

means any person, firm or company who approaches the Agency with a view to Engaging or otherwise employing a Candidate, or any person, firm or company to whom a Candidate is Introduced by the Agency;

- **Commencement Date**

means the earlier of receipt of these terms by the Client and/or a Candidate CV for consideration by the Client;

- **Completion Date**

means the date on which any active recruitment process concludes;

- **Control**

means, in relation to a Party, legal ownership, direct or indirect beneficial ownership of more than 50% of the share capital, stock or other participating interest carrying the right to vote or to distribution of profits of that Party, as the case may be;

- **Engage(s) (or Engagement or Engaged)**

means the employment, hire or other use, directly or indirectly and whether under a contract of service or contract for services or otherwise, and/or whether on a permanent,

temporary or other basis, of a Candidate by or on behalf of the Client, and 'Re-engages' is to be interpreted accordingly;

- **Introduce (or Introduction)**

means the provision to the Client of a curriculum vitae or any other details, whether written or oral, of a Candidate, whether or not the Client had knowledge of that Candidate before the Introduction;

- **Introduction Fee**

means the Introduction Fee calculated according to the Schedule;

- **Losses**

has the meaning given in clause 8.6; •

Other Party

has the meaning given in clause 9.1; •

Parties (or Party)

means the Agency and the Client, and 'Party' will mean either one of them;

- **Personal Data**

means any information relating to an Applicant who can be identified, directly or indirectly, in particular by reference to:

- an identifier such as a name, an identification number, location data or an online identifier, or
- one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of the individual;

- **Receiving Party**

has the meaning given in clause 6;

- **Recruitment Services**

means conducting searches for Candidates for vacancies that the Client has notified to the Agency and Introduction of them to the Client by the Agency; and

- **Supplying Party**

has the meaning given in clause 6.

3: Recruitment Services

- **1** The Agency will provide the Recruitment Services to the Client in consideration for the Client's paying the applicable Introduction Fee to the Agency, subject to the terms and conditions of this Agreement.
- **2** The Agency will use reasonable endeavours to Introduce to the Client a Candidate suitable to carry out work of such nature as the Client notifies to the Agency.
- **3** The Agency does not represent, warrant or undertake to find a suitable or any Candidate for each vacancy notified to it by the Client.
- **4** The Agency offers law firms access to candidates for employment in a variety of roles from support roles to Partner level vacancies. The Agency shall use its reasonable care and skill and knowledge of the legal sector to assist the Client in the process of recruit on the terms and condition set out in this document.
- **5** The Agency will:
 - **5.1** ensure that any Candidate has given their consent for their details to be submitted for any vacancy for which they are subsequently submitted;
 - **5.2** once a Candidate has been Introduced, provide the Client full access to the Candidate's details that are held by the Agency; and also authorise the Client to contact the Candidate directly, at any stage of the recruitment process, and without requiring the prior permission or knowledge of the Agency;
 - **5.3** at the Client's request supply to the Client copies of:
 1. any relevant qualifications or authorisations; and
 2. any non-confidential references, in the Agency's possession, except where the Agency is not permitted to obtain, verify or disclose them.
- **6** If more than one employment agency submits details of the same Candidate to the Client, the employment agency which first submitted the details will be deemed to have Introduced the Candidate to the Client. No subsequent submission of the same Candidate's details will be deemed as a valid Introduction, and, if the Client Engages that Candidate in any capacity, no fees or charges of any kind will be payable to any employment agency other than the first to submit the Candidate's details.
- **7** By requesting the Agency to Introduce Candidates for a vacancy, the Client authorises the Agency to advertise such a vacancy, but the Agency is not authorised to use the Client's name or any of its logos or trademarks without the Client's prior express written permission. The Client accepts no liability for any advertising, promotional or marketing costs incurred by the Agency.

4: Fees and payment

- **1** The Client will pay an Introduction Fee to the Agency in respect of each Candidate Engaged by the Client. The Introduction Fee will be calculated as set out in the Schedule.
- **2** 50% of the Introduction Fee will become due when the candidate commences their engagement with the Client , and the remaining 50% after 3 months of the candidate's engagement (whether contiguous or not).
- **3** The payment of the Introduction Fees will be made by the Client to the Agency within 14 days of the date of the Agency's invoice.
- **4** The Introduction Fee charged for the Introduction of any Candidate for an Engagement is applicable for one Engagement only. For each additional Candidate Introduced by the Agency and Engaged by the Client, a further Introduction Fee will be payable.
- **5** The Introduction Fees are for the Introduction of Candidates only and do not include any salary due to any Candidate.
- **6** Unless the Candidate is genuinely self-employed, it is the Client's responsibility to account for any tax and National Insurance contributions or such other sums as may be due by law from time to time attributable to the Client's engagement of the Candidate.
- **7** If the Agency is to undertake any non-standard sourcing of Candidates (such as a bespoke advert in a nominated publication, on a specific job board or via personal approaches to nominated Candidates) then any additional charges for advertising, and all other charges, must be agreed separately in writing before the advertisement is placed and will be payable irrespective of whether or not a Candidate is Engaged.
- **8** If, after an offer of employment has been accepted by a Candidate, the Client withdraws the offer, the Client will be liable for a cancellation fee of 75% of the Introduction Fee payable within 28 days.
- **9** If, following a Candidate's unsuccessful application to the Client via the Agency, either:
 - **9.1** the Client, without notifying the Agency, Engages that Candidate in any capacity within 12 months of the Agency's having Introduced a Candidate to the Client, or

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- **9.2** the Client or the Client's employee, agent or subcontractor refers or Introduces that Candidate to a third party, including an Affiliate of the Client, and that third party Engages the Candidate in any capacity within 12 months of the Agency's having Introduced a Candidate to the Client, then the Client will be liable for an Introduction Fee as set out in the Schedule and the consequences in clause 4.10 will apply.
- **10** If clause 4.9 applies the Client will be liable to the Agency as follows:
 - **10.1** Payment of liquidated damages equal to the full Introduction Fee due immediately upon the Agency becoming aware of the circumstances in clause 4.9.1 and/or 4.9.2;
 - **10.2** The Introduction Fee in clause 4.10.1 shall be calculated solely with reference to clause 15.2 of the Schedule irrespective of how long the Candidate is engaged was engaged or contracted to be engaged by the Client for;
 - **10.3** The Client shall be liable to the Agency for interest at the rate of 8% a year above the base lending rate of Barclays Bank plc, accruing daily from the date that the Client engaged the Candidate on the Introduction Fee as determined by this clause 4.10;
 - **10.4** The Parties agree that clause 4.10 and its subclauses properly and proportionately protect the legitimate interests of the Agency;
- **11** All amounts stated are exclusive of VAT and any other applicable taxes, which will if applicable be charged in addition at the rate in force at the time the Client is required to make payment.
- **12** If the Client does not make a payment by the date stated in an invoice or as otherwise provided for in these Terms and Conditions, then the Agency will be entitled:
 - **12.1** to charge interest on the outstanding amount at the rate of 8% a year above the base lending rate of Barclays Bank plc, accruing daily;
 - **12.2** to require the Client to pay, in advance, for any Recruitment Services (or any part of the Recruitment Services) which have not yet been performed; and
 - **12.3** not to perform any further Recruitment Services (or any part of the Recruitment Services).
- **13** When making a payment the Client will quote relevant reference numbers and the invoice number.

5: Client's obligations and acknowledgments

- **1** The Client acknowledges and agrees that:
 - **1.1** by requesting the Agency to carry out an act on its behalf, the Client authorises the Agency to act on the Client's behalf for that purpose; and

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- **1.2** by requesting the Agency to Introduce Candidates for a position, the Client authorises the Agency to advertise that position, subject to the provisions of clause 3.7.
- **2** When requesting the Agency to Introduce Candidates for a vacancy, the Client will provide to the Agency the following information:
 - **2.1** the Client's full corporate name, address and registered company number, or (if it is not incorporated) its full business and trading name and address, and the nature of its legal business and which regulator regulates its activities (so far as each of these is applicable);
 - **2.2** the nature of the vacancy, including specialist skills or experience which is desirable, the type of work involved, its location, the hours of work, the commencement date and the likely duration;
 - **2.3** the experience, training, qualifications and any authorisations which are required by the Client, including any qualifications or authorisations required by law or any applicable professional body;
 - **2.4** any expenses payable by or to the Candidate;
 - **2.5** the minimum and maximum rate of remuneration, the intervals of payment and any other benefits;
 - **2.6** the length of notice to which the Candidate would be entitled to receive or be required to give for termination of employment;
 - **2.7** whether the Client intends to engage the Candidate otherwise than as an employee on a contract of service;
 - **2.8** any pre-employment checks which the Client wishes to utilise;
 - **2.8** such other information as the Agency may reasonably request from time to time for the purposes of identifying suitable Candidates for the Client.
- **3** The Client will satisfy itself as to the suitability of any Candidate for the vacancy for which the Candidate has been Introduced. Without prejudice to the generality of the above, the Client acknowledges and agrees that it is the Client's responsibility to:
 - **3.1** take up and verify references relating to the Candidate's qualifications, skills, character and experience;
 - **3.2** check the validity and/or authenticity of the Candidate's qualifications;
 - **3.3** check any legal regulators register to confirm the Candidate's current eligibility to perform the Engagement;
 - **3.4** obtain any certificate of sponsorship or permit needed to enable the Candidate to work in the United Kingdom; and
 - **3.5** ensure that the Candidate satisfies any professional requirements or other qualifications that may be appropriate or required by law;
 - **3.6** consider if the Candidate may be subject to any restrictive covenants relating to their any proposed or actual appointment.
- **4** The Client will notify the Agency immediately on the occurrence of the first of the following events:
 - **4.1** a Candidate accepts an offer of employment from the Client; or
 - **4.2** any queries arising, delay or problems pursuant to the check in clause 5.3.1 to

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- 5.3.6 above;
- **4.3** the commencement of an Engagement by a Candidate.
- **5** By agreeing to Engage or make use of a Candidate in any way, the Client will be liable for the Introduction Fee in full and without any discount, set off, deduction or similar.
 - **6** If the Client effectively Introduces any Candidate to any third party, whether directly or indirectly, including any Affiliate of the Client, and that Introduction results in an Engagement of the Candidate by that third party, the Client will:
 - **6.1** immediately notify the Engagement to the Agency; and
 - **6.2** pay to the Agency an Introduction Fee in accordance with clause 4, unless the Engagement occurs more than twelve months after the Introduction of the Candidate to the Client by the Agency, or the date of the Candidate's last interview with the Client, whichever is the later.
 - **7** The Client undertakes not to employ or seek to employ any member of the Agency's staff. If any member of the Agency's staff nevertheless accepts an Engagement within six months of leaving the Agency's employment, the Client will pay an Introduction Fee to the Agency as if that member of staff had been Introduced to the Client by the Agency, such Introduction Fee to be paid within the periods set out in Clauses 4.2 and 4.3 of this agreement.
 - **8** The Client:
 - **8.1** confirms that it is not aware of anything which will cause a detriment to the interests of the Candidate or the Client if it Engages that Candidate to fill a vacancy; and
 - **8.2** will inform the Agency immediately if it becomes aware of any circumstances which would render such Engagement detrimental to the interests of the Candidate or the Client.

6: Confidentiality

- **1** All Introductions are confidential. All work undertaken by the Agency for the Client in respect of the Introduction of a Candidate to the Client will be for the private and confidential use of the Client only and should not be reproduced in whole or in part or relied upon by third parties for any use whatsoever, without the express written authority of the Agency.
- **2** Each Party ('Receiving Party') will keep the confidential information of the other Party ('Supplying Party') confidential and secret, whether disclosed to or received by the Receiving Party.
- **3** The Receiving Party will only use the confidential information of the Supplying Party for the purpose of performing the Receiving Party's obligations under this Agreement. The Receiving Party will inform its officers, employees and agents of the Receiving Party's obligations under the provisions of clause 6.2 and 6.3, and ensure that the Receiving Party's officers, employees and agents meet those obligations.
- **4** The obligations set out in this Clause will not apply to any information that:

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- **4.1** was known to or in the possession of the Receiving Party before it was provided to the Receiving Party by the Supplying Party;
- **4.2** is, or becomes, publicly available through no fault of the Receiving Party;
- **4.3** is provided to the Receiving Party without restriction on disclosure by a third party who did not breach any confidentiality obligations by making such a disclosure;
- **4.4** was developed by the Receiving Party, or on its behalf by a third party who had no direct access to, or use or knowledge of the confidential information supplied by the Supplying Party; or
- **4.5** is required to be disclosed by order of a court of competent jurisdiction.
- **5** The obligations in this clause 6 will survive termination of this Agreement for a period of two years.

7: Data protection

The parties will comply with their respective obligations under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, or other applicable data protection legislation. In particular, the Agency will:

- **1** identify itself in any advertisement for a vacancy;
- **2** provide Applicants with information about how their Personal Data will be processed, including:
 - **2.1** the purpose of the processing and the legal basis for it;
 - **2.2** if the basis for the processing is the legitimate interests of the Agency or the Client, what those legitimate interests are;
 - **2.3** any recipients of the Personal Data (including the Client); and
 - **2.4** the period for which the Personal Data are retained (or the criteria used to determine that period);
- **3** co-operate fully with the Client in order to enable the Client to comply with its obligations under applicable data protection legislation;
- **4** implement and maintain appropriate technical and organisational measures against unauthorised and unlawful processing of Personal Data and against accidental loss and destruction of or damage to Personal Data;
- **5** immediately upon notification by the Client, take all appropriate action to enable the Client to properly comply with any request from a data subject in relation to access to and/or rectification or erasure of Personal Data;
- **6** immediately notify the Client of any data breach relating to Personal Data about which the Agency becomes aware;
- **7** not process and/or transfer, or otherwise directly or indirectly disclose, any Personal Data in or to countries outside the United Kingdom;

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- **8** immediately provide such evidence of its compliance with the obligations under this clause 7 as the Client may from time-to-time reasonably request;
- **9** not transfer any Personal Data outside the United Kingdom;
- **10** if before an Introduction is made the Client so requests, provide the Client with anonymised details of Candidates, and before providing full details of the Candidates to the Client, will inform the Candidate of the Client's name and provide the Candidate with a copy of the Client's data protection privacy notice; and
- **11** if no request as set out in clause 7.10 is made, before providing the Client with full details of the Candidates, inform the Candidate of the Client's name and provide the Candidate with a copy of the Client's data protection privacy notice.

8: Warranties, liability and indemnities

- **1** The Client accepts and agrees that the Agency gives no warranty as to the suitability of any Candidate for any vacancy. The Agency will screen the Candidate(s) for the agreed parameters of search, but the parties recognise the recruitment decisions are properly for the Client and the Candidate on a mutual assessment of suitability of the role or vacancy in question.
- **2** The Agency confirms that, in Introducing any Candidate to the Client, it is not aware of anything which will cause any detriment to the interests of that Candidate or the Client if the Client Engages the Candidate to fill a vacancy except as notified to the Client.
- **3** Neither the Agency nor any of its staff will be liable to the Client for any loss, injury, damage, expense or delay incurred or suffered by the Client arising directly or indirectly from or in any way connected with the Introduction to or the Engagement by the Client of a Candidate, unless such loss, damage, costs or expenses are the direct result of the negligent acts or omissions of the Agency. In particular, but without limiting the generality of the foregoing, the Agency will not be liable for any loss, injury, damage, expense or delay arising from or in any way connected with:
 - **3.1** any failure of the Candidate to meet the Client's requirements for all or any of the purposes for which the Candidate is required by the Client;
 - **3.2** any act or omission of a Candidate, whether wilful, negligent, fraudulent, dishonest, reckless or otherwise; or
 - **3.3** any loss, injury, damage, expense or delay suffered by a Candidate.
- **4** Except in the case of death or personal injury caused by the Agency's negligence, the liability of the Agency under or in connection with this Agreement whether arising in contract, tort, negligence, breach of statutory duty or otherwise howsoever will not exceed the Introduction Fee(s) paid or due to be paid by the Client to the Agency under this Agreement. The provisions of this clause 8.4 will not apply to clause 8.6.
- **5** Neither Party will be liable to the other Party in contract, tort, negligence, breach of statutory duty or otherwise for any loss, damage, costs or expenses of any nature whatsoever incurred or suffered by that other Party of an indirect or consequential nature including without limitation any economic loss or other loss of turnover, profits, business or goodwill. The provisions of this clause 8.5 will not apply to clause 8.6.
- **6** The Client will indemnify and hold harmless the Agency from and against all claims and losses arising from loss, damage, liability, injury to the Agency, its employees and third parties, by reason of or arising out of:
 - **6.1** any loss, injury, expense or delay suffered or incurred by a Candidate, however caused, and/or

- **6.2** any loss, injury, damage, expense or delay suffered or incurred by anyone arising directly or indirectly from or in any way connected with the acts and omissions of a Candidate, whether wilful, negligent, fraudulent, dishonest, reckless or otherwise, that arises directly or indirectly out of or in any way connected with arising out of or in any way connected with the Introduction, Engagement or use of a Candidate, the withdrawal by the Client of a vacancy, any information supplied by the Client to the Agency or the Client's breach of these Terms and Conditions. 'Claims' will mean all demands, claims, proceedings, penalties, fines and liability (whether criminal or civil, in contract, tort or otherwise), and 'Losses' will mean all losses including, without limitation, financial losses, damages, legal costs and other expenses of any nature whatsoever.
- **7** Each of the Parties acknowledges that, in entering into this Agreement, it does not do so in reliance on any representation, warranty or other provision except as expressly provided in this Agreement, and any conditions, warranties or other terms implied by statute or common law are excluded from this Agreement to the fullest extent permitted by law. Nothing in this Agreement excludes liability for fraud.

9: Termination

- **1** Without prejudice to the other remedies or rights a Party may have, either Party may terminate this Agreement, at any time, on written notice (that will take effect as specified in the notice) to the other Party ('Other Party'):
- **1.1** if the Other Party is in material breach of its obligations under this Agreement and, if the breach is capable of remedy within thirty days, the breach is not remedied within thirty days of the Other Party receiving notice which specifies the breach and requiring the breach to be remedied; or
- **1.2** if the Other Party passes a resolution for its winding up or for the appointment of an administrator, a liquidator or administrator is appointed or a winding up order is made in relation to the Other Party (other than in circumstances of a solvent amalgamation or reconstruction), a receiver or administrative receiver is appointed in relation to the Other Party or its assets, the Other Party has a freezing order made against it or becomes insolvent, or becomes subject to a moratorium or a company voluntary arrangement under the Insolvency Act 1986 or a restructuring plan under Part 26A of the Companies Act 2006, or the Other Party makes any arrangement or composition with or for the benefit of its creditors or takes or suffers any similar or analogous action in consequence of debt.
- **2** On termination of this Agreement, the Client will pay for all Recruitment Services provided up to the date of termination, and for all expenditure falling due for payment after the date of termination from commitments reasonably and necessarily incurred by the Agency for the performance of the Recruitment Services prior to the date of termination.

10: General

- **1** Neither Party will have any liability under or be deemed to be in breach of this Agreement for any delays or failures in performance of this Agreement which result from circumstances beyond the reasonable control of that Party. The Party affected by such circumstances will promptly notify the other Party in writing when such circumstances cause a delay or failure in performance and when they cease to do so. If such circumstances continue for a continuous period of more than six months, either Party may terminate this Agreement by written notice to the other Party.
- **2** No amendment or variation of this Agreement will be valid unless confirmed as agreed, in writing, by an authorised signatory of each Party.
- **3** Subject to the following sentence, neither Party may assign, delegate, subcontract, mortgage, charge or otherwise transfer any or all of its rights and obligations under this Agreement without the prior written agreement of the other Party. A Party may, however, assign and transfer all its rights and obligations under this Agreement to any person to which it transfers all of its business, provided that the assignee undertakes in writing to the other Party to be bound by the obligations of the assignor under this Agreement.
- **4** This Agreement contains the whole agreement between the Parties in respect of legal sector employment opportunities and recruitment, and supersedes and replaces any prior written or oral agreements, representations or understandings between them relating to such subject matter. The Parties confirm that they have not entered into this Agreement on the basis of any representation that is not expressly incorporated into this Agreement. Nothing in this Agreement excludes liability for fraud.
- **5** No failure or delay by the Agency in exercising any right, power or privilege under this Agreement will impair the same or operate as a waiver of the same nor will any single or partial exercise of any right, power or privilege preclude any further exercise of the same or the exercise of any other right, power or privilege. The rights and remedies provided in this Agreement are cumulative and not exclusive of any rights and remedies provided by law.
- **6** This Agreement will not constitute or imply any partnership, joint venture, agency, fiduciary relationship or other relationship between the Parties other than the contractual relationship expressly provided for in this Agreement. Neither Party will have, nor represent that it has, any authority to make any commitments on the other Party's behalf.
- **7** If any provision of this Agreement is prohibited by law or judged by a court to be unlawful, void or unenforceable, the provision will, to the extent required, be severed from this Agreement and rendered ineffective as far as possible without modifying the remaining provisions of this Agreement, and will not in any way affect any other circumstances of or the validity or enforcement of this Agreement.

- **8** No Party will issue or make any public announcement or disclose any information regarding this Agreement unless prior to such public announcement or disclosure it furnishes all the Parties with a copy of such announcement or information and obtains the approval of such persons to its terms. However, no Party will be prohibited from issuing or making any such public announcement or disclosing such information if it is necessary to do so to comply with any applicable law or the regulations of a recognised stock exchange.

11: Interpretation

- **1** In this Agreement unless the context otherwise requires:
- **1.1** words importing any gender include every gender;
- **1.2** words importing the singular number include the plural number and vice versa;
- **1.3** words importing persons include firms, companies and corporations and vice versa;
- **1.4** references to numbered clauses and schedules are references to the relevant clause in or schedule to this Agreement and any subclauses or subparagraphs thereunder (as applicable);
- **1.5** reference in any schedule to this Agreement to numbered paragraphs relate to the numbered paragraphs of that schedule;
- **1.6** any obligation on any Party not to do or omit to do anything is to include an obligation not to allow that thing to be done or omitted to be done;
- **1.7** the headings to the clauses paragraphs of and schedules to this Agreement are not to affect the interpretation;
- **1.8** any reference to an enactment includes reference to that enactment as amended or replaced from time to time and to any subordinate legislation or bylaw made under that enactment; and
- **1.9** where the word 'including' is used in this Agreement, it will be understood as meaning 'including without limitation'.

12: Notices

- **1** Any notice to be given under this Agreement must be in writing and signed by or on behalf of the party giving it and must be sent to:
- **1.1** in the case of the Agency, Mr Liam O'Sullivan at the registered address of the company; and
- **1.2** in the case of the Client, the last postal and/or email address to which the Agency has sent correspondence to the Client.
- **2** Any notice given in accordance with Clause 12.1 will be deemed to have been received:
- **2.1** if delivered personally, at the time of delivery;

- **2.2** if sent by post, 48 hours from the date of posting or, in the case of posting to or from a place outside the United Kingdom, seven days from the date of posting; and
- **2.3** if sent by email, at the time at which an electronic confirmation of delivery or email delivery an email of response or a receipt has been obtained or received by the party sending the email.

13: Applicable law and jurisdiction

- **1** The validity, construction and performance of this Agreement is be governed by English law and will be subject to the exclusive jurisdiction of the English courts to which the Parties submit.

14: Third parties

- **1** For the purposes of the Contracts (Rights of Third Parties) Act 1999 and notwithstanding any other provision of this Agreement. This Agreement is not intended to, and does not, give any person who is not a party to it any right to enforce any of its provisions.

15: The Schedule

Introduction Fee

- **1** The Introduction Fee payable is calculated by applying the appropriate percentage shown below to the Candidate's total first year's salary (**including an assumption that any bonus provision shall be achieved**). All other benefits, regardless of whether they form part of the Candidate's gross taxable income, will not be included within the calculation.
- **2** The Introduction Fee payable will be 17% (plus VAT) of the total first year's salary.
- **3** If the Candidate is Engaged on a fixed-term contract of six months or less, the Introduction Fee payable will be 100% of what it would have been if the Candidate had been Engaged for 12 months and remunerated accordingly.
- **4** If the Candidate is Engaged on a fixed-term contract of between six and 11 months, the Introduction Fee payable will be calculated on a pro-rata basis of what it would

have been if the Candidate had been Engaged for 12 months and remunerated accordingly.