

# SurePath Recruitment Ltd

## *Terms of Business – Permanent Recruitment*

Your Path to Trusted Talent

### 1. Introduction

These Terms of Business (“Terms”) set out the agreement between SurePath Recruitment Ltd (“the Agency”, “we”, “us”) and the client company (“the Client”, “you”) for the supply of recruitment services. By engaging with us to introduce candidates, you agree to be bound by these Terms.

### 2. Services Provided

We act as an employment agency as defined by the Employment Agencies Act 1973.

Our service is to introduce suitable candidates for permanent employment with the Client.

We do not employ the candidates; they will be engaged directly by the Client.

### 3. Fees

Our fee is 15% of the candidate’s agreed gross annual basic salary (excluding bonuses, commission, overtime, or other benefits).

Fees are payable within 28 days of the candidate’s start date.

VAT will be charged where applicable.

### 4. Replacement / Rebate

If a candidate leaves (for any reason other than redundancy or company restructure) within 8 weeks of starting, we will:

- Offer a free replacement candidate, or
- At our discretion, apply a partial credit toward a future placement.

This guarantee applies only if:

- The Client has paid the invoice within the 28-day terms.
- The Client has notified us in writing within 7 days of the candidate’s departure.

### 5. Client Responsibilities

The Client agrees to:

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- Provide accurate job descriptions, salaries, and role details.
- Notify us immediately upon engaging a candidate we introduced.
- Pay our invoice in accordance with these Terms.

### **6. Introductions & Confidentiality**

Candidate introductions are confidential. Sharing our candidate details with third parties that results in a hire will trigger our full fee.

The Client must not contact candidates directly unless arranged through us prior to interview.

### **7. Liability**

We take reasonable steps to verify candidates' suitability but do not accept liability for their performance, conduct, or accuracy of information provided.

It is the Client's responsibility to conduct references, checks, and to satisfy itself as to the candidate's suitability.

### **8. Governing Law**

These Terms are governed by and construed in accordance with the laws of England and Wales. Any disputes will be subject to the jurisdiction of the English courts.

### **Company Details**

SurePath Recruitment Ltd

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