

## NOTICE TO RECRUITMENT SERVICES PROVIDERS

Infomet South Africa encourages collaboration and positive association in order to broaden our horizons and outreach; we do however have strict guidelines in place to protect the companies best interests, below are our terms and conditions for the engagement model,

The engagement model is based on a pre-selection tender process, in which Infomet's terms and conditions are subscribed to recruitment companies. Recruitment agencies interested in providing a resourcing service to Infomet, will be contracted in terms of Infomet's T&C's. The participating recruitment companies will additionally be vetted for preferential recruitment accreditation.

The summary T&C's for recruitment agencies to be considered are:

1. Infomet will only work with recruitment companies whom are willing to work within the parameters of the Infomet minimum terms and conditions.
2. The maximum placement commission that Infomet is willing to pay is 14% of a contractors annual cost to company.
3. A sliding scale of commissions are also applicable and will be based on two criteria:
  - a. Number of consultants placed successfully by an Agency for each set of Infomet resources listed per tender-event (As per the table below); and

1	2	5	8	10
14%	11%	10%	9%	8-7%

- b. Diminishing commission structure in respect of the level of remuneration applicable per post (As per the table below)

< R30 k/month	< R60 k/month	< R80 k/month	< R100 k/month	< R150 k/month
14%	11%	10%	9%	8-7%

4. Any recruitment fee will be paid on the following terms:
  - a. 30 Days after commencement of placement; and further subject to:
    - i. The candidate proving their ability to fulfil the tasks required by Infomet and its customers
    - ii. Passing Infomet's internal skills verification test, conducted during the first month of placement
    - iii. After 1<sup>st</sup> work order has been delivered successfully
5. Infomet's Standard T&C's included a Claw-Back Clause with the following stipulations:
  - a. Should a candidate not be able to fulfil the obligations of the job requirements, Infomet will be refunded in full by the applicable agency; or
  - b. The agency responsible for the placement, will have an opportunity to replace the unsuccessful candidate with another candidate in a swap-out arrangement with the correct skills and experience to fulfil the job requirement obligations
6. Infomet will not accept CV's of Candidates from Recruitment Companies which CV's are already placed on general recruitment portals such as P-Net
7. Any Recruitment Company that wishes to deal with Infomet, will be required to abide by the above minimum conditions, and furthermore will also be required to provide the following information that will make them eligible for Accreditation:
  - a. Customer references for verification
  - b. Evidence of proprietary nature of consultant's CV data-base
  - c. Evidence of the nature of updated nature of the consultant's CV's
  - d. Evidence of the internal screening and skills/experience verification process of the consultants
  - e. Evidence of the post-placement support process for consultants during the first three months of placement
8. Successful recruitment companies whom have been accredited by Infomet, will be eligible to have their company web-sites and contact details linked to Infomet's Group web-site

