



Terms & Conditions for Personnel Search Advanced (see www.pks-personal.com)

The work of **PKS Personal- & Kaderselektion AG** (hereinafter referred to as PKS) is based on the success of verbal or written client orders. PKS specializes in the recruitment and selection of experts and executives. It can be distinguished between personnel search by client order (refer to Personnel Search Premium, Executive Search, mandates) and personnel placement on application (refer to Personnel Search Standard and Advanced). In both cases, the Terms & Conditions of PKS represent an integral part of the cooperation. The client agrees to accept the Terms & Conditions listed and to fulfill the obligations given below as soon as a person, who has verifiably been recruited by PKS, enters into an employment contract with the client.

Scope of Services

- Personal meeting in your company
- Analysis of the company profile
- Definition of appropriate search channels
- Networking
- Preselection of applicant profiles
- Intensive, structured conversations and interviews
- Presentation of evaluation results
- Client support during further interviews
- If required, aptitude-diagnostic procedure with candidates
- Final interviews and support of clients and candidates during the probation period

The fee for the **Personnel Search Advanced** service provided by PKS Personal- & Kaderselektion AG can be calculated as a percentage of the first year's salary of the recruited candidate. The annual salary consists of the gross salary plus an extra month's pay and possible bonuses, commissions, earnings from profit-sharing, etc. In case of a success-based compensation system, the target salary is the determining factor. Depending on the income, the calculations amount to the following:

Calculations for Personnel Search Advanced

Annual salary	Percentage rate excl. VAT
between CHF 90'001 and 110'000	18%
between CHF 110'000 and 130'000	20%

What are the other costs?

Aptitude-diagnostic assessment per applicant	CHF 500.- excl. VAT
Publication on general job portals	Free of charge
Newspaper ad	Price upon request



Are there other possible costs?

Individual assessment per day	Price upon request
Group assessment	Price upon request
Publication on specific job portals	Price upon request
Ad in newspapers (media plan)	Price upon request

What is the guarantee?

If a work contract, for whichever reasons, is terminated during the probation period, PKS **guarantees** to provide a replacement. In case a replacement cannot be provided, PKS reserves the right to refund the recruitment fee as follows:

Termination	Refund
1st month	50%
2nd month	25%
3rd month	10%

Protection Clause

If a client employs a candidate suggested by PKS within 12 months upon presentation of the application, PKS has the right to retroactively claim the fee.

Discretion

All information provided by the client is treated with the necessary confidentiality and is passed on to the candidates only as desired by the client. At the same time, the client is obligated to keep all records and information about the candidates presented by PKS strictly confidential and, in particular, not to obtain any references or further information without prior consultation of PKS.

Invoicing

The fees are not invoiced until the **start of the employment**, upon written completion and contract signing.

Jurisdiction

Possible disputes resulting from these Terms & Conditions shall be definitely and finally settled by a single judge of the civil court of Basel-Stadt / Switzerland. The canton of Basel-Stadt is the approving authority for personnel recruitment activities.

Valid as of December 1, 2007