



## Terms & Conditions for Personnel Search Premium (see [www.pks-personal.com](http://www.pks-personal.com))

The Personnel Search Premium service of **PKS Personal- & Kaderselektion AG** (hereinafter referred to as PKS) is based on a written client order and a mandate signed by both parties. PKS specializes in the recruitment and selection of experts and executives. It can be distinguished between personnel search by client order (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.

The fee for the **Personnel Search Premium** 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

Annual salary	Percentage rate excl. VAT
between CHF 130'001 and 150'000	22%
between CHF 150'001 and 170'000	24%
between CHF 170'001 and 190'000	26%
more than CHF 190'000	28%

### Retainer Fee

The search for highly skilled experts and executives is expensive and time-consuming. You will be charged a flat fee for those expenses prior to the search for candidates. This arrangement shall be stipulated in a mandate contract and shall be accepted and signed by both parties. Should we **fail** to recruit the right person for you, you will only be charged our expenses. **If we are able to successfully fill the position, the already paid representation allowance will be deducted from the final fee.**

### The retainer fee is:

Retainer fee	CHF 5'000
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### What are the other costs?

Aptitude-diagnostic assessment with precise evaluation	CHF 500 excl. VAT
Individual assessment per day with precise evaluation	Price upon request
Group assessment with precise evaluation	Price upon request
Publication on general job portals	Free of charge
Publication on specific job portals	Price upon request
Job ads in newspapers	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%

### Scope of Services

In case of mandates, the detailed services shall be stipulated in a written contract.

### 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 retainer fee is due upon signing of the mandate contract. The recruiting 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