

GENERAL TERMS & CONDITIONS – PERMANENT POSITIONS

These General Terms & Conditions (GTC) are subject to the Employment Services Act (AVG), the Swiss Code of Obligations (CO) and the Swiss Law on Courts of Jurisdiction (GestG). The authorities responsible for approving them are the Office for the Economy and Labour, P.O. Box, 6301 Zug, and SECO, Directorate of Labour, Effingerstrasse 31, 3003 Berne. The place of jurisdiction is Zug. These GTC are subject to Swiss law.

BENEFITS AND TERMS OF PERMANENT POSITIONS

JobFlex AG offers a comprehensive staff recruitment service, relieving clients of both recruitment and selection processes. Based on the clear order analysis, JobFlex creates a suitable job profile and defines the key qualifications for the position to be filled. The technical and social skills required are determined in an in-depth, structured, face-to-face meeting/interview, which can be augmented at the client's request by consultations with referees, an individual aptitude test and handwriting analysis. Following a detailed evaluation of the potential candidates, we identify the most suitable applicants. We then create indicative profile recommendations which are presented to the client as a small selection. JobFlex AG guarantees absolute discretion.

The placement fee is geared to the agreed gross annual income (including 13th month's salary), plus VAT at the current rate. If gross annual income is variable (due to commission, bonuses, allowances, profit-sharing and other remuneration) the agreed target income applies.

FEES

12%	for income up to	CHF	60,000
14%	for income up to	CHF	80,000
16%	for income up to	CHF	100,000
18%	for income over	CHF	100,000

FEE FOR PART TIME POSITIONS

15% of gross annual salary, at least CHF 3,000

FEE FOR FIELD STAFF

12% of gross annual salary, at least CHF 6,500

PAYMENT TERMS

The invoice is issued when the hiring contract is signed and becomes due for payment when the employment relationship commences. Failure to pay on time will result in default interest being charged at a rate of 5% plus a fee of CHF 20 per reminder.

GUARANTEE

If, as an act of malpractice of JobFlex AG, a contract is terminated during the probationary period, JobFlex AG will search again without any placement fee or will refund the client during the first month 50 percent and during the second month 30 percent of the paid fee.

SAFEGUARD CLAUSE

By appointing a candidate proposed – in any way – by us, you accept our General Terms & Conditions. If a contract is concluded between the client's firm and one of the candidates proposed by JobFlex AG within 12 months of the candidate's personal documentation being submitted, the fee will be determined and invoiced as described above.

BENEFITS AND TERMS OF A MANDATE

When recruiting staff as part of a mandate, the client will exclusively commission JobFlex AG with the entire staff recruitment process.

This includes addressing potential applicants appropriately via selected media channels, as well as the organizing all aspects of the advert, such as drafting the text and consultation with media partners through to the bilateral "OK to print" and approval of the ad for publishing.

Clients will only be charged for the actual advertising at cost price plus VAT.

A flat-rate fee is agreed for issuing a mandate. This is derived from the budgeted gross annual income for the vacancy (plus VAT at the current rate) and is determined as follows:

CHF 2,000	for income up to CHF	60,000
CHF 4,000	for income up to CHF	80,000
CHF 6,000	for income up to CHF	100,000
CHF 8,000	for income over CHF	100,000

This order fee is deducted from the permanent position placement fee if the candidate proposed by JobFlex AG is hired.

If JobFlex AG does not secure the placement, it will retain the order fee to cover administrative costs. This fee cannot be claimed back. The service scope, payment terms and guarantees are also defined in this agreement.