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TERMS OF BUSINESS FOR PERMANENT STAFF

- 1 The interviewing of an applicant introduced by GDA constitutes an acceptance of our terms and an agreement to pay our fee should the applicant be engaged. Employers are requested to notify us immediately upon engagement.
- 2 The introduction fee is a percentage of the annual commencing salary as agreed between GDA and the Client. The remuneration on which the fee is based is gross taxable with allowances.
- 3 Should the engagement terminate before the end of 90 days, a refund will be made provided the employer notifies the agency in writing within 14 days of the termination of employment and payment has been made in accordance with paragraph 10. The following scale of refund applies:-

Within 30 days	75%
Within 60 days	50%
Within 90 days	25%
After 90 days	Nil
- 4 Should the Employer re-engage the candidate within three months of the date of termination, a full fee in accordance with 2 above becomes payable. Terms regarding re-engagement are the same as 3.
- 5 Introductions are confidential. Passing them on to other Employers renders the Client liable to the agency fee should the applicant be engaged.
- 6 Employers who engage contract staff introduced by GDA in any capacity are obliged to notify GDA and are liable for the agency fee in accordance with 2 above.
- 7 The agency fee is payable in respect of any employee engaged as a consequence of an application to GDA even though the introduction may have been made indirectly.
- 8 GDA undertake to make every reasonable effort to ensure the suitability of all applicants but cannot accept responsibility for any loss, expense, damage or delay, however occasioned.
- 9 It is the responsibility of the Client or Employer to take up references, obtain work permits and satisfy any medical requirements or qualification as required by law.
- 10 Accounts for the introduction of permanent Staff must be settled (nett) within 30 days.
- 11 Any Contract to which these conditions apply shall, in all respects, be constructed and operated according to English Law and shall be subject to the jurisdiction of the English courts.

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