



MACRO RECRUITMENT

Volume Recruitment Terms of Business

1. Hours

- 1.1. MACRO will initially provide ### hours of experienced Recruiter manpower per week.
- 1.2. The Employer can increase or decrease the amount of weekly hours assigned with 2 days' notice.
- 1.3. Unused hours will be kept in credit until called on within the engagement period.
- 1.4. Should The Employer require more than the provided hours during the engagement period, additional hours will be billed at the equivalent hourly rate
- 1.5. MACRO's recruiters will
 - Write and place adverts via agreed upon advertisement mediums
 - Source additional candidates from Database searches of MACRO & agreed on 3rd party providers
 - Contact all suitable candidates (by phone, email and/or SMS)
 - Handle all advertisement queries
 - Screen applicants via resume assessment, phone interviews, reference checks and psychometric tests
 - Provide The Employer with interview reports and resumes of matched candidates within one business day of screening
 - Provide weekly progress reports on activity.
 - Whatever else is reasonably required to be done to ensure that The Employer has the best possible opportunity to recruit the volume of suitable applicants sought in a timely manner.

2. Advertisements

- 2.1. MACRO will provide The Employer with advice on recommended advertising along with the current pricing.
- 2.2. The Employer will confirm the advertising they wish to have placed.
- 2.3. MACRO will place the advertising on The Employer's behalf.
- 2.4. MACRO will invoice The Employer for Advertisement costs within their weekly invoice.
- 2.5. The invoice will contain an itemized list of advertisements placed.
- 2.6. Advertisements are placed based on the current corporate market rate that advertisement providers quote.

3. Suitability & Liability

- 3.1. Neither MACRO nor anyone acting on our behalf can accept liability for the accuracy of any information supplied in relation to candidates, whether this concerns employment history, qualifications or personal circumstances or any other matter whatsoever.
- 3.2. MACRO is not responsible for any loss, expense, damage or delay, however occasioned. MACRO is not liable for any injury, loss or damage to persons, property or business arising directly or indirectly from any act or omission of the candidate or MACRO even if the act or omission is negligent or fraudulent or reveals dishonesty.

4. Privacy

- 4.1. Candidate details are made available to you on a confidential basis. You agree not to disclose said details to a third party and furthermore to respect the privacy of the candidate and treat such information in accordance with the privacy laws of Australia.

5. Payment Terms

- 5.1. All prices quoted are exclusive of GST.
- 5.2. Itemized invoices are submitted weekly.
- 5.3. Invoices will list the Employers division that the service was delivered to.
- 5.4. All fees become payable at the end of each 28 week period from start date
- 5.5. Disputes over invoices must be raised within 7 days of invoice.
- 5.6. Should MACRO be forced to take legal action to recover any debt, a Debt Recovery Fee of 10% of the invoice value applies. MACRO will also be entitled to claim Court Costs and any associated legal fees and charges. Any legal matter arising out of non-payment of any invoice will be dealt with in Victorian Courts.

6. Non-Performance.

- 6.1. If MACRO misconducts themselves or is significantly incompetent or negligent in the performance of their duties, The Employer can terminate the agreement by service of notice in writing to MACRO.
- 6.2. If MACRO's performance is called into question the Employer will notify MACRO no later than 48 hours following their occurrence and that all such notification shall be made in writing and addressed to the Managing Director of MACRO. The Employer agrees that verbal notifications of such instances are not acceptable to MACRO.

7. Occupational Health & Safety

- 7.1. It is the responsibility of MACRO to instruct their assigned Recruiters in the Occupational Health & Safety policy for the area in which they are performing their duties.
- 7.2. MACRO covers the Recruiter for WorkCover insurance