

RESOURCES ON TAP

an initiative by

Lewyll communications

Recruitment Specialists since 1989

Terms and Conditions

Client Category: *Subscriber*

January 2027 to December 2027

A) Lewyll Communications

Lewyll Communications have provided service excellence to their clients since 1989, facilitating the successful appointment of Top Talent in Marketing, Communications, Public Relations, Media, Advertising, Digital and multiple Corporate roles.

Resources on Tap is a ground-breaking recruitment initiative introduced by **Lewyll Communications**, with the prime objective of improving recruitment efficiencies, as well as achieving significant time and cost benefits gained from utilising our services.

B) Service Offering - **Resources on Tap**

- **Resources on Tap** offer a specialist service in identifying suitable candidates for your consideration, who meet the requirements of your company's specific job criteria.
- Once we have the prior consent of candidates deemed suitable for your consideration, we will submit an application of their behalf together with the candidate's full CV.
- Upon the receipt of the candidate's CV, your duly appointed Human Resources representative is at liberty to take the recruitment process forward to its final conclusion directly with candidates tabled for your consideration.

Resources on Tap offer a two-tier service fee option, which only becomes payable in the event of the successful appointment of a candidate referred by us.

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|---------------------------|---|
| 1) <i>Subscribers</i> | 4% of Annual Cost to Company, plus a quarterly subscription |
| 2) <i>Non-Subscribers</i> | 6% of Annual Cost to Company |

NOTE: For more information of the modus-operandi of the **Resources on Tap** service offering, please refer to the Annexure of this agreement

C) Fee Structure – (Fees quoted are **exclusive** of VAT)

Subscription: A Quarterly (3 months) subscription of R 1 500 plus VAT becomes payable on the Commencement Date of the contract signed below, and will remain in effect until December 2027.

The final subscription ending December 2027 will be adjusted pro-rata to the number of months in the final period – i.e. R 500 per month plus VAT.

Placement Fee: Upon the “commencement date” of a candidate, a placement fee of 4% (four) of Annual Income plus VAT of candidate employed (paid 30 days after the candidates “Commencement Date”).

In determining “annual income” all direct financial rewards including bonuses and realistic commissions are included.

Should any candidate referred to you by ourselves be employed by you, or any 3rd party whom you have referred the Career Seeker to, within 6 months (six) of their introduction, our full service fee becomes payable by your company.

D) Commencement Date

It has become common practice to employ candidates on a trial basis prior to formalising a permanent appointment.

Our service fee becomes payable on the commencement of a candidate referred to you by **Resources on Tap** notwithstanding the fact that they may not yet be regarded as a permanent employee.

E) Definition of a **Resources on Tap Candidate Referral**

A Career Seeker will be deemed to have been sourced from **Resources on Tap** and our full service fee becomes payable, on the appointment of that Career Seeker, unless the Employer has been in direct written contact with the Career Seeker within the 6 months (six) preceding the submission of the CV by **Resources on Tap**. This notwithstanding the Employer holding the details of the Career Seeker through previous contact or submission of the CV by another source.

Acceptance of our Terms and Conditions

(Approval by client includes acceptance of terms and conditions above)

Name of Company:

Name of Client:

Designation:

Client Signature:

Commencement Date:

VAT Registration No:

Sibaya Sands, Pineslopes, Lonehill
Tel: 083 458 9495 Tel: 083 309 8539
e.mail info@resourcesontap.co.za

ANNEXURE TO TERMS AND CONDITIONS

January 2027 to December 2027

SERVICE OFFERING TO **RESOURCES ON TAP** CLIENTS

IMPORTANT:

- 1) **Levels of Service Offering** –The services provided to both **Subscribers** and **Non-Subscribers** are similar. The only differential being the service fee applicable as per the signed Terms & Conditions by the Client.
- 2) **Candidate Searches** – The Lewyll Communications team will conduct a 100% deep-dive of their entire database of registered candidates. Extended searches will include candidate networking and searches on recognized job boards, if deemed necessary. The talent pools of candidates canvassed is **not** restricted to the database of registered candidates on www.resourcesontap.co.za

Resources on Tap website www.resourcesontap.co.co.za

This website is a premier database of pre-screened industry specific candidates who have *elected* to list a “Confidential Profile” on the website in compliance with *the Protection of Personal Information Act*. All candidates are pre-screened on *face-value* of their CV's prior to being listed on the website.

The purpose of this database allows Clients “**Quick Access**” to identify potential candidates, and request to view their full CV's. Following which the T&C's applicable to Clients of **Resources on Tap** will apply.

SERVICE OFFERING:

Below is a summary of procedures followed to identify suitable candidates for Clients consideration

- Establish job criteria – comprehensive details of job criteria to be provided by Client
- Identify suitable candidates for consideration based on criteria provided by Client
- Engage with candidates to assess suitability and ensure a potential match to job specifications
- Disclose client information to candidates, including a detailed job spec as provided by Client
- Obtain the prior consent from candidate to forward an application and current CV for the role as specified by Client

- Forward the CV's of candidates to the Human Resources representative appointed by Client – who is responsible for taking the recruitment process forward to its final conclusion in direct consultation with candidates

NOTE: **Resources on Tap** evaluation of a candidate is based on the “face-value” of the CV presented by candidates. This is followed by preliminary discussion with candidates to establish their suitability based on the job criteria provided by Client.

Formalities such as *arranging candidate interviews, reference checks, proof of earnings* and other checks required by Client, are the responsibility of the duly appointed Human Resources representative authorised by the Client to process candidate applications.

Should you require any further information, either Rob or Michelle will gladly provide you with clarity on any further details you may require robj@lewyll.co.za or michj@lewyll.co.za