

**AGENCY RECRUITMENT ONBOARDING PROCEDURE**  
**GROUP FIVE RECRUITMENT CENTRE OF EXCELLENCE**

Conditions precedent in respect to conducting business with:

Group Five (Ltd), Group Five Construction (Ltd) and or any of its subsidiaries.

("the Company"):

**1. THE USE OF RECRUITMENT AGENCIES BY THE COMPANY**

- 1.1 This document contains the terms and conditions under which the company will engage the services of recruitment agencies.
- 1.2 These terms and conditions will take precedence over anything to the contrary contained in any document submitted by a recruitment agency wishing to do business with the Company whether or not such terms and conditions have been signed and or accepted by the Company in the past.
- 1.3 Curriculum Vitae (CV's) submitted to the Company by that recruitment agency will only be accepted and or considered where that recruitment agency:
- 1.4 Is a registered vendor to after having been invited to do so in the manner described in (1.3.1) below.
- 1.5 Has received a written request on behalf of the Company from an official recruiter from within the Company's recruitment department / Centre of Excellence to tender candidates for a particular vacancy in the format attached hereto as Annexure A.
- 1.6 A list of these authorised recruiters is attached hereto as annexure B
- 1.7 This list may be amended from time to time and it will be the Agencies responsibility to ensure that the list of recruiters in their possession is up to date.
- 1.8 It is noted that the intention of this procedure is to prevent unauthorised line personnel from making such requests and as such the fact that this may have happened will not be accepted as compliance to and or fulfilment of this requirement.
- 1.9 It is not the Company's desire to deprive any agency of due compensation and as such any recruitment agency registered as vendors to The Company will be required to sign and accept these conditions prior to being registered / to remain registered as a vendor.

Group Five Corporate and Business Services (Pty) Ltd

Reg No 1959/003674/07 acting as agents for Group Five Construction (Pty) Ltd Reg No 1974/003166/07

Directors: RM du Toit R Kriek A Mudau IM Makuta FA Park D Smit CM Teixeira TS Yenana

9 Country Estate Drive Waterfall Business Estate Jukskei View 1662

Postnet Suite 500 Private Bag X26 Sunninghill 2157 South Africa

Tel +27 10 060 1555 Vax +27 86 206 3885 Email groupfiveho@groupfive.co.za Web www.groupfive.co.za

## **2. UNSOLICITED CANDIDATES / CV SUBMISSIONS**

- 2.1 No Agency introduction will be acknowledged or compensated for as having introduced a candidate to the Company whether it be through the physical or electronic submission and or through personal recommendation unless this introduction is in full compliance with the above conditions precedent.
- 2.2 All or any placements made pursuant to such an introduction will be treated as if the Candidate had introduced himself to the Company

## **3. AGENCY REGISTRATION PROCESS**

- 3.1 Before an agency can participate in putting forward candidates, they have to be registered onto the system by the Company's COE, and be invited to tender on a particular job,
- 3.2 The recruiter administrator will then register you on the system, at this time a user name and password will be generated for the agency,
- 3.3 The recruiter will post the job,
- 3.4 The agency will be invited to tender,
- 3.5 The agency will receive an email notifying them that the system is open,
- 3.6 You will use the link provided in the email and log in using the user name and password,
- 3.7 You will then need to register your candidates,
- 3.8 Then apply against the specific job,
- 3.9 The agency will be advised as to how many CV's they can provide,
- 3.10 You may only register applicants for the job you have been invited to,
- 3.11 The candidates that you register will be registered against this job only, should they apply for another position outside of the agency, they will be considered as "free" agents,
- 3.12 By submitting candidates the agency agrees to follow the Groups recruitment process

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#### **4. VENDOR REQUIREMENTS**

The registering agency will need to provide the following documentation before they can be accepted and loaded onto the recruitment centers PSL and the Groups vendor list.

- 4.1 Signed copy of the On-Boarding Agreement
- 4.2 Company registration certificate
- 4.3 Valid BBBEE certificate
- 4.4 Valid Tax clearance
- 4.5 Stamped letter from the bank as confirmation of banking details (not older than 3 months) or a cancelled cheque of the company
- 4.6 ID copies of shareholders

*These documents can be sent via e-mail*

#### **5. THE RECRUITMENT PROCESS**

- 5.1. The recruitment agency will follow the Groups recruitment process and meet the business requirements in terms of:-
- 5.2 Providing quality accurate Curriculum Vitae's for candidates
- 5.3 Providing at least two contactable reference checks
- 5.4 Assisting with the MIE screening
- 5.5 Assisting with the scheduling of PPA or Cognadev process (Psychometric testing)
- 5.6 Providing proof of qualifications
- 5.7 Providing a verified copy of the candidates ID
- 5.8 Providing proof that the candidate is registered with SARS (not an IRP5)
- 5.9 Providing a copy of the candidates latest payslip
- 5.10 Acting as the liaison between the candidate and the recruiter

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**6 FEES**

6.1 The following fee structure based on the candidates guaranteed cost to Company income – exclusive of all bonuses will apply:-

Recruitment Assignment :	Standard Recruitment (Paterson grades C and D)	Head hunting of candidates (Paterson grades D upper +)	Headhunting of a Director (Paterson grades E+)
Commission :	12.5%	18%	20%
Guarantee period:	60 days	60 days	90 days

**7 GUARANTEE**

7.1 The Company agrees to pay the placement fee 60 days from the start date of the candidate and on receipt of the invoice for such placement on the day the candidate starts or later.

7.2 The agency will be required to guarantee their candidates on the following basis:

7.3 Should a candidate give notice or leave the employment of the Company of their own volition within the guarantee period, the placing agency will have the option to replace the candidate free of charge within 30 days.

7.4 If the agency is unable or unwilling to provide a short list from which a suitable candidate can be selected within 30 days, the agency will refund the Group the agreed percentage of the original in terms of the table below:

Level	Probation period/ Guarantee Period	Where no suitable candidate is found
Standard Recruitment	60 days	50% of the placement fee
Headhunting	60 days	60% of the placement fee
Directors ONLY	90 days	60% of the placement fee

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## **8 COMPLIANCE WITH THE PROTECTION OF PERSONAL INFORMATION ACT (POPI)**

- 8.1 All candidate information provided by the agency will be kept in the strictest of confidence, and we agree that no candidate information will be distributed outside of the Company.
- 8.2 The Agency undertakes that their processes are compliant with the requirements of the Act.

## **9 GENERAL**

- 9.1 These terms and conditions set forth the entire agreement and understanding between the two parties with respect to the subject matter hereof and supersedes all oral and written agreements. No waiver, alterations, modification or cancellations of any of the provisions of these terms and conditions shall be binding unless made in writing and signed by each of the parties.
- 9.2 On acceptance of these terms these terms will supersede anything to the contrary contained in any other document pertaining to this engagement.

## **10 LIMITATION OF LIABILITIES**

- 10.1 The Agency's liability for all claims arising out of the agreement (the "Maximum Liability") is limited to the total fees paid by the Company pursuant to this agreement.
- 10.2 The Age
- 10.3 Agency will not be liable to the Company or any cessionary or third party claiming through or on behalf of the Company for any punitive damages whatsoever, or for any other loss or damages beyond the Maximum Liability specified.
- 10.4 Neither party will be liable to the other party or any cessionary or third party claiming through or on behalf of such Party for any indirect, special or consequential damages arising out of or related to this agreement.
- 10.5 The Company indemnifies and holds the agency harmless from any damages that the Agency may suffer in the event that a claim is instituted against the Agency by any party claiming that the Company's decision to employ or not employ a candidate presented by the Agency to the Company constituted discriminatory actions on the basis of race, creed, religion, gender, age, or any other factors.

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## 11 CONFLICTS

- 11.1 Agency renders services to many clients and has relationships with many business partners. It is therefore the Agency requirement to check for conflicts of interest before taking on engagements. Agency undertakes to promptly notify the Company of any conflict with the Company's interests on becoming aware thereof the Company shall promptly notify the Agency of any conflict of interest potentially affecting this Agreement which it becomes aware of.
- 11.2 Agency is committed to complying with the rules of all relevant governmental, regulatory, professional, or other entities having the force of law.
- 11.3 Agency and the Company shall take all reasonable commercial steps necessary to attempt to resolve a conflict or independence concern if any arises during the course of the Agreement.
- 11.4 Agency shall in its sole and absolute discretion be entitled to terminate this agreement where the conflict or independence concern cannot be resolved.

## 12 DATA PROTECTION

- 12.1 In order to render the services or to comply with the obligations imposed on the Agency, either Party may need to provide, collect, use, store or process Confidential Information or Personal Information of the other Party.
- 12.2 Each Party hereby authorises such collection, use, storage and processing where the need arises, subject to compliance with the further provisions of this clause.
- 12.3 Each Party shall only provide, collect, use, store or process Personal Information:
- 12.4 in compliance with the applicable RSA legislation;
- 12.5 as is necessary for the purposes of this Agreement;
- 12.6 for maintaining its internal administrative processes, including quality, risk, client or vendor management processes;
- 12.7 for internal business related statistical or research purposes; and
- 12.8 In accordance with the lawful and reasonable instructions of the Party providing the Personal Information.
- 12.9 Both Parties shall comply with the security and data protection obligations equivalent to those imposed on them in terms of the applicable RSA data protection legislation, and failing such legislation, they shall take, implement and maintain all such technical and organisational security procedures and measures necessary or appropriate to preserve the security and confidentiality of the confidential information or personal information in its possession and to protect such confidential information or personal information against unauthorised or unlawful disclosure, access or processing, accidental loss, destruction or damage.

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**13 AGREEMENT**

I \_\_\_\_\_ (Full name & Surname)

Designation \_\_\_\_\_

Representing \_\_\_\_\_

(Full name of agency)

Do hereby irrevocably accept and agree to the above terms and conditions as set out by the Company's Recruitment Centre of Excellence. I further warrant my authority to do so.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

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**DOCUMENTATION**

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To ensure successful registration please attach the following documentation

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1. AUTHORISED AGENCY ON-BOARDING AGREEMENT	
2. COMPANY REGISTRATION CERTIFICATE	
3. VALID BBBEE CERTIFICATE	
4. VALID TAX CLEARANCE	
5. STAMPED LETTER FROM THE BANK AS CONFIRMATION OF BANKING DETAILS (NOT OLDER THAN 3 MONTHS) OR A CANCELLED CHEQUE OF THE COMPANY	
6. ID COPIES OF SHAREHOLDERS	

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**AGENCY REGISTRATION PROCESS**

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Invitation to tender on a particular job

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*Subject: Invitation to tender on the following "Position / vacancy"*

*Dear .....,*

*You have been invited to tender on the following position / vacancy .....*

*You may provide us with (...) number of CV's*

*Please note your log on details:-*

<i>Email address</i>	
<i>Password</i>	

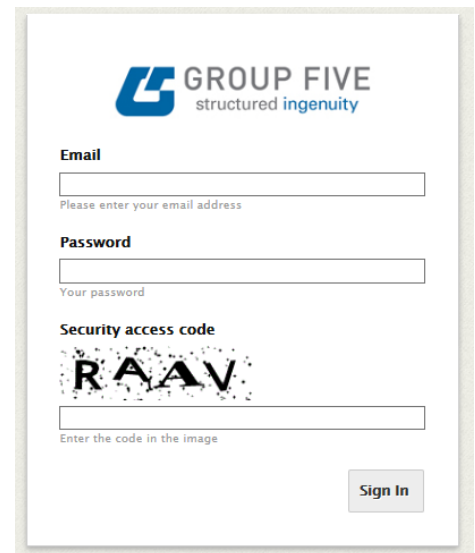
*Copy and paste into your browser*

[Groupfive.agent.erecruit.co.za](http://Groupfive.agent.erecruit.co.za)

*Log in with the details provided:-*

- *The email address that you provided,*
- *The password that Group Five provided you with,*
- *Copy the security access code (this is not case sensitive)*

*Register your candidates and then apply them to the position / vacancy*



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**RECRUITERS**


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 List of authorised recruiters
 

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***Group Five (Pty) Ltd***  
***9 Country Estate Drive,***  
***Waterfall Business Estate***  
***Juskei View***  
***2090***  
***Tel: 010 060 1555***

<i>Wendy Papenfus</i>	<i>Group Recruitment &amp; Talent Manager</i>	<a href="mailto:wpapenfus@groupfive.co.za"><i>wpapenfus@groupfive.co.za</i></a>
<i>Anitha Thabethe</i>	<i>Recruiter</i>	<a href="mailto:athabethe@groupfive.co.za"><i>athabethe@groupfive.co.za</i></a>
<i>Gill Thackeray</i>	<i>Recruitment Administrator</i>	<a href="mailto:gthackeray@groupfive.co.za"><i>gthackeray@groupfive.co.za</i></a>

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