

GENERAL TERMS AND CONDITIONS

1. Placing of order

In the first interview, PCCP informs the client about the tasks, content and framework conditions of the position to be filled as well as the required professional and social skills.

2. Our candidates

The interviews conducted with the candidates are summarised in an interview report and complement the personal dossiers. Professional and social skills are questioned, previous reasons for dismissal are determined, certificates are analysed and further training is questioned. The medium and long-term goals of the candidates are further points that are determined as clearly as possible.

On request, further analyses/clarifications such as graphological reports, personality and profile analyses and workplace analyses are used.

This can be implemented by PCCP or external PCCP partners, depending on the needs and desired analysis.

3. Selection / Presentation

Taking into account the selection criteria mentioned in point 2, a pre-selection of potential candidates from the PCCP applicant database is carried out. After consultation with the applicants, PCCP presents the complete dossier of the candidates with detailed interview reports.

4. Executive Search

The customer acknowledges PCCP as the exclusive supplier. PCCP offers the following services:

- ✓ Creation of a competence and requirement profile including soft skills
- ✓ Evaluating candidates from existing files
- ✓ Activation via social media and network PCCP
- ✓ Invitation to tender for internationally set up search advertisements
- ✓ Conducting interviews to clarify candidates' suitability and interest
- ✓ Preparation of customer documentation, interview report, CVs, references, certificates

Expected costs:

Deposit of 25% of the expected brokerage fee for the above-mentioned expenses and services upon placing the order.

In the event of successful mediation, the remaining fee of 75% will be charged.

The total amount of the fee is calculated in accordance with point 5 of the fee.

PCCP guarantees the professional handling of the order. There is no obligation on the part of the client to employ a candidate proposed by PCCP. Accordingly, PCCP is not subject to success. Services that have already been invoiced or remunerated are not retroactive.

5. Fee

If a candidate recommended or proposed by PCCP is employed on a contractual basis (permanent position), the client will be **charged 10%** of the expected gross annual salary. (applies to ALL salary grades)

In the event of a mutual contract, PCCP reserves the right to charge the corresponding amount. The services of PCCP GmbH are subject to VAT. Please transfer the fee within 10 days.

6. Repayment Terms

The search and selection of suitable candidates is carried out by PCCP with the highest protection of the interests of customers and applicants. If the contractual relationship is terminated within three months, PCCP must be informed immediately. For three months, PCCP will take over the search and selection of further applicants without any entitlement to a fee. After that, the following repayment conditions apply:

Resignation in the 1st month of employment	2 / 3 of the fee charged
Resignation in the 2nd month of employment	1 / 3 of the fee charged
Resignation in the 3rd month of employment	1 / 4 of the fee charged

7. Privacy

If a candidate proposed by PCCP is hired before the expiry of twelve months after the presentation of the application documents, PCCP is entitled to claim the full fee. In the interests of privacy and data protection, customers undertake to maintain absolute discretion.

8. Place of jurisdiction and applicable law

In the event of legal disputes, the place of jurisdiction and the applicable law of the registered office of PCCP GmbH shall apply.

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