

GENERAL TERMS AND CONDITIONS

1. Order placement

In the first interview, PCCP informs the client about the tasks, contents and general conditions of the position to be filled as well as the required professional and social skills. This is preferably done at the client's premises, if possible.

2. Our candidates

The interviews conducted with the candidates are summarized in an interview report and supplement the personal dossiers. The interviews question professional and social skills, determine earlier reasons for dismissal, analysis reports and question further training. The medium- and long-term goals of the candidates are further points which are determined as clearly as possible.

On request, further analyses/clarifications such as graphological reports, personality and profile analyses and workplace analyses can be applied.

This can be implemented by PCCP or external PCCP partners according to requirements and desired analysis.

3. Selection / Presentation

Including the selection criteria mentioned in point 2, potential candidates are pre-selected from the PCCP applicant database. After consultation with the applicants, PCCP presents the complete dossier of the candidates with detailed interview reports. This is done in electronic form in PDF format with table of contents. The candidates are always on cc: for the sake of transparency.

4. Executive Search

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

- ✓ Creation of a precise competence and requirement profile for the position to be filled
- ✓ Evaluation of candidates from the existing database and PCCP network
- ✓ Active search for matching profiles; "Head Hunting "
- ✓ Preparation and publication of international search advertisements
- ✓ Contacting potential candidates and conducting interviews to clarify the suitability and interest of the candidates
- ✓ Preparation of customer documentation of suitable candidates, including: brief profiles, comparison and recommendation as well as complete dossiers

For search orders we charge:

25% of the expected agency fee for the above-mentioned expenses and services when the order is placed. If the mediation is successful, the remaining fee of 75% or 60% will be charged.

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

5. Conditions

If a candidate recommended or proposed by PCCP is employed by contract (permanent employment), the following fee rates will be charged:

Gross annual salary up to	CHF 55'000.--		8%
Gross annual salary up to	CHF 55'001.--	bis CHF 75'000.--	10%
Gross annual salary up to	CHF 75'001.--	bis CHF 100'000.--	12%
Gross annual salary up to	CHF 100'001.--	bis CHF 140'000.--	15%
Gross annual salary up to	CHF 140'001.--	bis CHF 200'000.--	20%
Gross annual salary up to	CHF 200'001.--		25%

Part-time employees as listed above, but at least CHF 3'000.--

The fee is calculated on the basis of the expected gross annual salary. PCCP reserves the right to charge the corresponding amount in case of mutual conclusion of a contract. The services of PCCP GmbH are subject to statutory value added tax. Please transfer the fee within 10 days.

6. Your security

The search and selection of suitable candidates is carried out by PCCP with the utmost respect for the interests of both clients and candidates. Should the contractual relationship be terminated within three months, PCCP must be informed immediately. For a period of three months PCCP will search for and select further applicants without fee.

Thereafter, the following repayment conditions shall apply:

Termination in 1 st month of employment	2 / 3 of the invoiced fee
Termination in 2 nd month of employment	1 / 3 of the invoiced fee
Termination 3 rd month of employment	1 / 4 of the invoiced fee

7. Our security

If a candidate proposed by PCCP is hired before twelve months have elapsed since the presentation of the application documents, PCCP is entitled to demand the full fee. In the interests of privacy and data protection, clients undertake to maintain absolute discretion with regard to the personal and professional circumstances of the candidates proposed by PCCP.

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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