

Jobs für Handwerker GmbH General Terms and Conditions for Permanent Positions and Full-Time Placements

General Information

Jobs für Handwerker GmbH (hereinafter referred to as JfH) works for a conditional fee based on a verbal or written client order. JfH specialises in the search and selection of craftspeople and JfH's "General Terms and Conditions" are an integral part of the collaboration. The client agrees to acknowledge the outlined "General Terms and Conditions" and to meet the below-mentioned obligations, as soon as a person, who was verifiably recruited by JfH, enters into an employment contract with the client.

The fee for the services rendered by JfH is calculated as a percentage of the first year's salary of the recruited candidate. The annual salary* comprises the gross salary including 13th month's salary and any bonuses, commissions, profit-sharings, etc. In case of a performance-based compensation plan, the percentage is based on the target salary. Depending on the salary, the percentages amount to the following:

Annual Salary*	Percentage Rate excl. VAT
Up to CHF 60,000	10%
CHF 60,001 - 90,000	12%
CHF 90,001 - 120,000	14%
CHF 120,001 and higher	16%

***Part-time Positions:**

The percentage of the part-time salary is converted to an annual salary for full-time employment. In case of an 80% part-time employment, the fee for a full-time employment applies. If the part-time employment is less than 80% of a full-time job, two thirds (2/3) of the fee for a full-time job will be billed.

***Full-time position with an employment term of less than 12 months (temporary contract):**

With an employment contract of 9 months or longer, the fee for a full-time job will be charged at 100%. In case of a job duration of less than 9 months, two thirds (2/3) of the fee for a full-time job will be charged.

***Part-time position with an employment term of less than 12 months (temporary contract):**

In case of 80% part-time jobs and an employment duration of 9 months or more, the fee for a full-time job will be charged at 100%. 80% or less part-time jobs and an employment term of less than 9 months are first converted to two thirds (2/3) of the fee for a full-time position and then two thirds (2/3) of that result will be billed.

What is the guarantee?

If an employment contract is cancelled for any reason during the probation period, JfH guarantees a reimbursement. If this is not possible, JfH reserves the right to refund the recruitment fee as follows:

Cancellation	Refund
1 st month	50%
2 nd month	25%
3 rd month	10%

Severability Clause

If a client employs a candidate recommended by JfH within twelve months of presenting the application, JfH has the right to claim the fee later.

Confidentiality and Data Privacy

JfH treats all information provided by the client with the appropriate confidentiality and forwards them to the candidates only in the format requested by the client. Similarly, the client undertakes to treat all documents and information regarding the candidates presented by JfH as strictly confidential and to not obtain any references or make enquiries without prior consultation with JfH.

Billing

After written closing and signing of the contract, the fee will be billed **only after the employment commences**.

Place of Jurisdiction

Place of jurisdiction is the registered office of JfH.

Valid as of 1 January 2013.