

## STANDARD CLIENT TERMS OF BUSINESS

### 1. DEFINITIONS

1.1. In these Terms of Business the following definitions apply:-

“**Applicant**” means the person introduced by the Agency to the Client for an Engagement including any officer or employee of the Applicant if the Applicant is a limited company and members of the Agency’s own staff;

“**Assignment**” means the period during which the Contractor or Temporary Worker is supplied to render services to the Client;

“**Client**” means the person, firm or corporate body together with any subsidiary or associated Company as defined by the Companies Act 1985 to whom the Applicant is introduced and to whom the Temporary Worker is supplied;

“**Agency**” means The Synergy Group of 77 Cornhill, London, EC3V 3QQ.

“**Employment Business**” is The Synergy Group of 77 Cornhill, London EC3V 3QQ.

“**Engagement**” in terms of the Introduction of permanent staff to be directly employed by the Client means the Engagement, employment or use of the Applicant by the Client or any third party on a permanent or temporary basis, whether under a contract of service or for services; under an agency, licence, franchise or partnership agreement; or any other engagement; directly or through a limited company of which the Applicant is an officer or employee. With regard to supplying temporary staff or Contractor’s services this means the engagement, employment or use of the Temporary Worker’s services or Contractor’s services or the services of any officer, employee or representative of the Contractor, directly by the Client or any third party or through any other employment business on a permanent or temporary basis, whether under a contract of services or for services; an agency, license, franchise or partnership arrangement; or any other engagement; directly or through a limited company of which the Temporary Worker is an officer, employee.

“**Introduction**” means (i) the Client’s interview of an Applicant, officer, employee or representative of the Contractor or of a Temporary Worker in person or by telephone, following the Client’s instruction to the Agency to search for an Applicant or to the Employment Business to search for a Temporary Worker; or (ii) the passing to the Client of a curriculum vitae or information which identifies the Applicant, Contractor or Temporary Worker; and which leads to an Engagement of that Applicant, Contractor or Temporary Worker.

“**Remuneration**” includes fees, base salary, guaranteed and/or anticipated bonus and commission earnings, allowances, inducement payments, the benefit of a company car and all other payments and taxable (and, where applicable, non-taxable) emoluments payable to or receivable by the Applicant, Contractor or the Temporary Worker for services rendered to or on behalf of the Client or any third party. Where a company car is provided by the Client, a notional amount of £3,000 will be added to the salary in order to calculate the Agency’s/Employment Business’ fee.

“**Temporary Worker**” means the individual who is introduced by the Employment Business to render services to the Client.

“**Contractor**” means the Limited Company introduced to the Client by the Employment Business and engaged by the Client to carry out an Assignment (and save where otherwise indicated, includes any employee or representative thereof).

“**Transfer Fee**” means the fee payable in accordance with clause 15.1(b) below and Regulation 10 of the Conduct of the Employment Agencies and Employment Businesses Regulations 2003.

“**Relevant Period**” means the longer period of either 14 weeks from the first day on which the Contractor or Temporary Worker was supplied by the Employment Business to work for the Client, or 8 weeks from the day after the Contractor or Temporary Worker was last supplied by the Employment Business to the Client.

“**Introduction Fee**” means the fee payable in accordance with clause 15.2(b) below and Regulation 10 of the Conduct of Employment Agencies and Employment Businesses Regulations 2003.

“**Addendums**” show any changes to the Standard Client Terms of Business that have been signed and agreed by a Director of the Agency/Employment Business and the Client.

1.2 Unless the context otherwise requires, references to the singular include the plural.

1.3 The headings contained in these Terms of Business are for convenience only and do not affect their interpretation.

### A. INTRODUCTION OF PERMANENT STAFF TO BE DIRECTLY EMPLOYED BY THE CLIENT – CLIENT TERMS OF BUSINESS

#### 2 THE CONTRACT

2.1 These Terms constitute the contract between the Agency and the Client and are deemed to be accepted by the Client by virtue of an Introduction to, or the Engagement of an Applicant or the passing of any information about the Applicant to any third party following an Introduction.

2.2 These terms contain the entire agreement between the parties and unless otherwise agreed in writing by a Director of the Agency, these Terms of Business prevail over any other terms of business or purchase conditions put forward by the Client.

2.3 No variation or alteration to these Terms shall be valid unless the details of such variation are agreed between the Agency and the Client and are set out in writing and a copy of the varied terms is given to the Client stating the date on or after which such varied terms shall apply.

### 3 NOTIFICATION AND FEES

3.1 The Client agrees:

- to notify the Agency immediately of any offer of an Engagement which it makes to the Applicant;
- to notify the Agency immediately that its offer of an Engagement to the Applicant has been accepted and to provide details of the Remuneration to the Agency; and to pay the Agency’s fee within 14 days of the date of invoice.

3.2 Except in the circumstances set out in clause 5.1, no fee is incurred by the Client until the Applicant commences the Engagement when the Agency will render an invoice to the Client for its fees.

3.3 The Agency reserves the right to charge interest on invoiced amounts unpaid for more than 14 days at the rate of 2% per annum above the base rate from time to time of The National Westminster Bank from the due date until the date of actual payment.

3.4 The fee payable to the Agency by the Client for an Introduction resulting in an Engagement is calculated in accordance with the accompanying fee structure on the Remuneration applicable during the first 12 months of the Engagement. VAT will be charged on the fee if applicable.

3.5 In the event that the Engagement is for a fixed term of less than 12 months, the fee in clause 3.4 will apply pro-rata. If the Engagement is extended beyond the initial fixed term or if the Client re-engages the Applicant within 3 calendar months of the termination of the first Engagement the Client shall be liable to pay a further fee based on the additional Remuneration applicable for the period of Engagement following the initial fixed term up to the termination of the second Engagement or the first anniversary of its commencement, whichever is the sooner.

3.6 If the Client subsequently engages or re-engages the Applicant within the period of 3 calendar months from the date of termination of the Engagement or withdrawal of the offer, a full fee calculated in accordance with clause 3.4 above becomes payable.

### 4 REFUNDS

4.1 If the Engagement terminates before the expiry of 3 months from the commencement of the Engagement (except where the Applicant is made redundant) the whole recruitment fee will be refunded in full.

4.2 In order to qualify for the full refund, the Client must:

- comply with the provisions of clause 3.1 of these Terms of Business.
- pay the Agency’s recruitment fee within 14 days of the date of invoice.
- notify the Agency in writing of the termination of the Engagement within 7 days of its termination.
- have signed and returned acceptance of the Agency’s Terms of Business prior to the Applicant commencing employment with the Client.

4.3 In circumstances where clause 3.6 applies the full fee stated in clause 3.4 is payable and there shall be no entitlement to refund.

4.4 In circumstances where a discounted recruitment fee is payable, a staggered pro-rata refund will be applicable according to the following schedule:

Month applicant leaves	% of Introduction fee refunded
0 - 1	100%
1 - 2	50%
2 - 3	25%

In order to qualify for the pro-rata refund, the client must comply with the provisions as contained in clause 4.2.

4.5 There will be no refund where the Applicant leaves during or after the 14th week of the Engagement

4.6 There will be no refund due when termination is as a result of redundancy, pregnancy, injury or ill-health or by reason of the candidate’s race, sex or any disability.

4.7 In the event of the Client cancelling the Engagement after an offer of an Engagement has been made to the Applicant the minimum fee specified in clause 5 shall become payable.

### 5 CANCELLATION FEE

5.1 If, after an offer of Engagement has been made to the Applicant, the Client decides for any reason to withdraw it, the Client shall be liable to pay the Agency 100% of the fee set out in the accompanying Fee Structure.

### INTRODUCTIONS

5.2 Introductions of Applicants are confidential. The disclosure by the Client to a third party of any details regarding an Applicant introduced by the Agency which results in an Engagement with that third party within 6 months of the Introduction renders the Client liable to payment of the Agency’s fee as set out in clause 3.4 with no entitlement to any refund.

5.3 An introduction fee calculated in accordance with clause 3.4 will be charged in relation to any Applicant engaged as a consequence of or resulting from an Introduction by or through the Agency, whether direct or indirect, within 6 months from the date of the Agency’s Introduction.

5.4 Where the amount of the actual Remuneration is not known the Agency will charge a fee calculated in accordance with clause 3.4 on the minimum level of remuneration applicable for the position in which the Applicant has been engaged with regard to any information supplied to the Agency by the Client and/or comparable positions in the market generally for such positions.

5.5 In the event that any employee of the Agency with whom the Client has had personal dealings accepts an Engagement with the Client within 3 months of leaving the Agency’s employment, the Client shall be liable to pay an introduction fee to the Agency in accordance with clause 3.4.

### SUITABILITY AND REFERENCES

5.6 The Agency endeavours to ensure the suitability of any Applicant introduced to the Client by obtaining confirmation of the Applicant’s identity; that the Applicant has the experience, training, qualifications and any authorisation which the Client considers necessary or which may be required by law or by any professional body; and that the Applicant is willing to work in the position that the Client seeks to fill.

5.7 At the same time as proposing an Applicant to the Client the Agency shall inform the Client of such matters in clause 7.1 as they have obtained confirmation of. Where such information is not given in paper form or by electronic means it shall be confirmed by such means by the end of the third business day (excluding

Saturday, Sunday and any public or Bank Holiday) following save where the Applicant is being proposed for a position which is the same as one in which the Applicant has worked within the previous five business days and such information has already been given to the Client.

- 5.8 The Agency endeavours to take all such steps as are reasonably practicable to ensure that the client and Applicant are aware of any requirements imposed by law or any professional body to enable the Applicant to work in the position which the Client seeks to fill.
- 5.9 The Agency endeavours to take all such steps as are reasonably practicable to ensure that it would not be detrimental to the interests of either the Client or the Applicant for the Applicant to work in the position which the client seeks to fill.
- 5.10 Notwithstanding clauses 7.1, 7.2, 7.3 and 7.4 above the Client shall satisfy itself as to the suitability of the Applicant and the Client shall take up references provided by the Applicant to it or the Agency before engaging such Applicant. The Client is responsible for obtaining work permits and/or such other permission to work as may be required, for the arrangement of medical examinations and/or investigations into the medical history of any Applicant, and satisfying any medical and other requirements, qualifications or permission required by law of the country in which the Applicant is engaged to work.
- 5.11 To enable the Agency to comply with its obligations under clauses 7.1, 7.2, 7.3 and 7.4 above the Client undertakes to provide to the Agency details of the position which the Client seeks to fill, including the type of work that the Applicant would be required to do; the location and hours of work; the experience, training, qualifications and any authorisation which the Client considers necessary or which are required by law or any professional body for the Applicant to possess in order to work in the position; and any risks to health or safety known to the Client and what steps the Client has taken to prevent or control such risks. In addition the Client shall provide details of the date the Client requires the Applicant to commence, the duration or likely duration of the work; the minimum rate of remuneration, expenses and any other benefits that would be offered; the intervals of payment of remuneration and the length of notice that the Applicant would be entitled to give and receive to terminate the employment with the Client.

## **6 SPECIAL SITUATIONS**

- 6.1 Where the Applicant is required by law, or any professional body to have any qualifications or authorisations to work in the position which the Client seeks to fill; or the work involves caring for or attending one or more persons under the age of eighteen, or any persons who by reason of age, infirmity or who is otherwise in need of care or attention, the Agency will take all reasonably practicable steps to obtain and offer to provide copies of any relevant qualifications or authorisations of the Applicant, two references from person not related to the Applicant who have agreed that the references they provide may be disclosed to the Client and has taken all reasonably practicable steps to confirm that the Applicant is suitable for the position. If the Agency is unable to do any of the above it shall inform the Client of the steps it has taken to obtain this information in any event.

## **9. LIABILITY**

The Agency shall not be liable under any circumstances for any loss, expense, damage, delay, costs or compensation (whether direct, indirect or consequential) which may be suffered or incurred by the Client arising from or in any way connected with the Agency seeking an Applicant for the Client or from the Introduction to or Engagement of any Applicant by the Client or from the failure of the Agency to introduce any Applicant. For the avoidance of doubt, the Agency does not exclude liability for death or personal injury arising from its own negligence.

## **B. SUPPLYING CONTRACTOR AND TEMPORARY STAFF SERVICES – CLIENT TERMS OF BUSINESS**

### **10 THE CONTRACT**

- 10.1 These Terms constitute the contract between the Employment Business and the Client for the supply of the Temporary Worker's or Contractor's services by the Employment Business to the Client and are deemed to be accepted by the Client by virtue of its request for, interview with or Engagement of the Temporary Worker or Contractor or the passing of any information about the Temporary Worker or Contractor to any third party following an Introduction.
- 10.2 These terms contain the entire agreement between the parties and unless otherwise agreed in writing by a Director of the Employment Business, these Terms of Business prevail over any other terms of business or purchase conditions put forward by the Client.
- 10.3 No variation or alteration to these Terms shall be valid unless the details of such variation are agreed between the Employment Business and the Client and are set out in writing and a copy of the varied terms is given to the Client stating the date on or after which such varied terms shall apply.

### **11 INFORMATION TO BE PROVIDED**

- 11.1 When making an Introduction of a Contractor or Temporary Worker to the Client the Employment Business shall inform the Client of the identity of the Contractor and the person to be supplied to do the work or the Temporary Worker; and confirm that the Contractor and the person to be supplied to do the work or Temporary Worker has the necessary or required experience, training, qualifications and any authorisation required by law or a professional body to work in the Assignment. In the event of the Temporary Worker the Employment Business will confirm that the Temporary Worker is willing to work in the Assignment.
- 11.2 Where such information is not given in paper form or by electronic means it shall be confirmed by such means by the end of the third business day (excluding Saturday, Sunday and any public or Bank Holiday) following, save where the Contractor is being proposed for an Assignment or Temporary Worker is being Introduced for an Assignment in the same position as one in which the Contractor or Temporary Worker had previously been supplied within the previous five business days and such information has already been supplied.

### **12 CHARGES**

- 12.1 The Client agrees to pay the hourly/daily charges of the Employment Business. The charges are calculated according to the number of hours/days worked by the Contractor or Temporary Worker (in the case of the hourly rate to the nearest quarter hour). The charges are comprised mainly of the Contractor's or Temporary

Worker's pay but also include the Employment Business' commission calculated as a percentage of the Contractor's or Temporary Worker's pay, employer's national insurance contributions and holiday pay (in the case of the Temporary Worker) and any travel, hotel or other expenses as may have been agreed with the Client or, if there is no such agreement, such expenses as are reasonable. VAT is payable on the entirety of these charges.

- 12.2 The charges are invoiced to the Client on a weekly basis and are payable within 14 days. The Company reserves the right to charge interest on any overdue amounts at the rate of 2% per annum above the base rate from time to time of The National Westminster Bank from the due date until the date of payment.

- 12.3 There are no rebates payable in respect of the charges of the Employment Business.

### **13 TIMESHEETS**

- 13.1 At the end of each week of an Assignment (or at the end of the Assignment where it is for a period of one week or less or is completed before the end of a week) the Client shall sign the Employment Business' time sheet verifying the number of hours/days worked by the Contractor or Temporary Worker during that week.
- 13.2 Signature of the time sheet by the Client is confirmation of the number of hours/days worked. If the Client is unable to sign a time sheet produced for authentication by the Contractor or Temporary Worker because the Client disputes the hours/days claimed, the Client shall inform the Employment Business as soon as is reasonably practicable and shall co-operate fully and in a timely fashion with the Employment Business to enable the Employment Business to establish what hours/days, if any, were worked by the Contractor or Temporary Worker. Failure to sign the time sheet does not absolve the Client's obligation to pay the charges in respect of the hours/days worked.

- 13.3 The Client shall not be entitled to decline to sign a timesheet on the basis that they are dissatisfied with the work performed by the Contractor or Temporary Worker. In cases of unsuitable work the Client should apply the provisions clause 18 below.

### **14 PAYMENT**

- 14.1 The Employment Business assumes responsibility for paying the Temporary Worker and where appropriate, for the deduction and payment of National Insurance Contributions and PAYE Income Tax applicable to the Temporary Worker pursuant to sections 44-47 of the Income Tax (Earnings and Pensions) Act 2003.

- 14.2 The Employment Business is responsible for paying the Contractor.

### **15 TRANSFER AND INTRODUCTION FEES**

- 15.1 In the event of the Engagement of a Contractor or Temporary Worker supplied by the Employment Business either (1) directly by the Client or (2) by the Client pursuant to being supplied by another employment business, within the Relevant Period the Client shall be liable to either:

- (a) Subject to electing upon giving 5 days notice, an extended period of hire of the Contractor or Temporary Worker being 26 weeks during which the Employment Business shall be entitled to the charges referred to in clause 12.1 above for each hour the Contractor or Temporary Worker is so employed or supplied;
- or
- (b) A Transfer Fee calculated as follows: in accordance with the accompanying fee structure of the Remuneration applicable during the first 12 months of the Engagement or if the actual amount of the Remuneration is not known, the hourly charges referred to in clause 12.1 multiplied by 200 hours. No refund of the Transfer Fee will be paid in the event that the Engagement subsequently terminates. VAT is payable in addition to any fee due.

- 15.2 In the event that this is an Introduction of a Contractor or Temporary Worker to the Client that does not result in the supply of that Contractor or Temporary Worker by the Employment Business to the Client, but which leads to an Engagement of the Contractor or Temporary Worker by the Client either directly or pursuant to being supplied by another employment business, within 6 months of the Introduction, the Client shall be liable, to either:

- (a) Subject to electing upon giving 5 days notice, a period of hire of the Contractor or Temporary Worker being 26 weeks during which the Employment Business shall be entitled to the charges referred to in clause 12.1 above for each hour the Contractor or Temporary Worker is so employed or supplied;
- or
- (b) An Introduction Fee calculated as follows: in accordance with the accompanying fee structure of the Remuneration applicable during the first 12 months of the Engagement or if the actual amount of the Remuneration is not known, the hourly charges referred to in clause 12.1 multiplied by 200 hours. No refund of the Transfer Fee will be paid in the event that the Engagement subsequently terminates. VAT is payable in addition to any fee due.

- 15.3 In the event that the Engagement of a Contractor or Temporary Worker is for a fixed term of less than 12 months, the fee in clause 15.1(b) or 15.2(b), calculated as a percentage of the Remuneration, will apply pro-rata. If the Engagement is extended beyond the initial fixed term or if the Client re-engages the Contractor or Temporary Worker within 3 months of the termination of the first Engagement the Client shall be liable to pay a further fee based on the additional Remuneration applicable for the period of Engagement following the initial fixed term up to the termination of the second Engagement or the first anniversary of its commencement, whichever is sooner.

- 15.4 In the event that the Contractor or Temporary Worker is introduced by the Client to a third party which results in the Engagement of the Contractor or Temporary Worker by the third party within the Relevant Period the Client shall be liable to pay a Transfer Fee calculated as follows: in accordance with the accompanying fee structure of the Remuneration applicable during the first 12 months of the Engagement or if the actual amount of the Remuneration is not known, the hourly charges referred to in clause 12.1 multiplied by 200 hours. No refund of the Transfer Fee will be paid in the event that the Engagement subsequently terminates. VAT is payable in addition to any fee due.

**16 LIABILITY**

- 16.1 Whilst every effort is made by the Employment Business to give satisfaction to the Client by ensuring reasonable standards of skills, integrity and reliability from Contractors or Temporary Workers and further to provide the same in accordance with the Client's Assignment details, the Employment Business is not liable for any loss, expense, damage or delay arising from any failure to provide any Contractor or Temporary Worker for all or part of the period of the Assignment or from the negligence, dishonesty, misconduct or lack of skill of the Contractor or Temporary Worker or if the Contractor terminates the Assignment for any reason. For the avoidance of doubt, the Employment Business does not exclude liability for death or personal injury arising from its own negligence.
- 16.2 Temporary Workers supplied by the Employment Business are engaged under contracts for services. They are not the employees of the Employment Business but are deemed to be under the supervision, direction and control of the Client from the time they report to take up duties and for the duration of the Assignment. The Client agrees that any equipment supplied to the Temporary Worker is at the discretion of the Client and the Client will be responsible for all costs incurred during the Assignment. It is the responsibility of the Client to ensure that equipment is returned by the Temporary Worker at the end of the Assignment, should the Client fail to do so the costs will be the responsibility of the Client. The Client agrees to be responsible for all acts, errors or omissions of the Temporary Worker, whether wilful, negligent or otherwise as though the Temporary Worker was on the payroll of the Client. The Client will also comply in all respects with all statutes including, for the avoidance of doubt, the Working Time Regulations, Health and Safety at Work Act etc, by-laws, codes of practice and legal requirements to which the Client is ordinarily subject in respect of the Client's own staff (excluding the matters specifically mentioned in Clause 14 above), including in particular the provision of adequate Employer's and Public Liability Insurance cover for the Temporary Worker during all Assignments.
- 16.3 Contractors provided by the Employment Business to the Client are deemed to be under the direction and control of the Client for the duration of the Assignment. The Client agrees that any equipment supplied to the Contractor is at the discretion of the Client and the Client will be responsible for all costs incurred during the Assignment. It is the responsibility of the Client to ensure that equipment is returned by the Contractor at the end of the Assignment, should the Client fail to do so the costs will be the responsibility of the Client. The Client will comply in all respects with all relevant statutes, by-laws and legal requirements including provision of adequate public Liability insurance in respect of the Contractor. The Client shall indemnify the Employment Business against any costs, claims, damages and expenses incurred by the Employment Business as a result of any breach of these Terms by the Client.
- 16.4 The Client shall advise the Employment Business of any special health and safety matters about which the Employment Business is required to inform the Contractor or Temporary Worker and about any requirements imposed by law or by any professional body, which must be satisfied if the Contractor or Temporary Worker is to fill the Assignment. The Client will assist the Employment Business in complying with the Employment Business' duties under the Working Time Regulations by supplying any relevant information about the Assignment requested by the Employment Business and the Client will not do anything to cause the Employment Business to be in breach of its obligations under these Regulations. Where the Client requires or may require the services of a Contractor or Temporary Worker for more than 48 hours in any week, the Client must notify the Employment Business of this requirement before the commencement of that week.
- 16.5 The Client undertakes that it knows of no reason why it would be detrimental to the interests of the Contractor or Temporary Worker for the Contractor or Temporary Worker to fill the Assignment.
- 16.6 The Client shall indemnify and keep indemnified the Employment Business against any costs, claims, compensation and/or other liabilities incurred by the Employment Business arising out of any Assignment, non compliance with clauses 16.2, 16.3, 16.4 and 16.5 and/or as a result of any breach of these terms by the Client.

**17 SPECIAL SITUATIONS**

- 17.1 Where the Temporary Worker, Contractor or the person supplied to do the work is required by law, or any professional body to have any qualifications or authorisations to work on the Assignment or the Assignment involves caring for or attending one or more persons under the age of eighteen or any person who by reason of age, infirmity or who is otherwise in need of care or attention, the Employment Business will take all reasonably practicable steps to obtain and offer to provide copies of any relevant qualifications or authorisations of the Temporary Worker, Contractor or the person supplied to do the work, two references from persons not related to the Temporary Worker, Contractor or the person supplied to do the work who have agreed that the references they provide may be disclosed to the Client and has taken all reasonably practicable steps to confirm that the Temporary Worker, Contractor or the person supplied to do the work is suitable for the Assignment. If the Employment Business is unable to do any of the above it shall inform the Client of the steps it has taken to obtain this information in any event.

**18 TERMINATION**

**18.1 In the case of the Temporary Workers:**

- 18.1.1 The Client undertakes to supervise the Temporary Worker sufficiently to ensure the Client's satisfaction with the Temporary Worker's standards of workmanship. If the Client reasonably considers that the services of the Temporary Worker are unsatisfactory, the Client may terminate the Assignment either by instructing the Temporary Worker to leave the Assignment immediately, or by directing the Employment Business to remove the Temporary Worker. The Employment Business may in such circumstances reduce or cancel the charges for the time worked by that Temporary Worker, provided that the Assignment terminates: -
- (a) within four hours of the Temporary Worker commencing the Assignment where the booking is for more than seven hours; or
  - (b) within two hours for bookings of seven hours or less;

And also provided that notification of the unsuitability of the Temporary Worker is confirmed in writing to the Employment Business within 48 hours of the termination of the Assignment.

- 18.1.2 An Assignment may be terminated by the Client, Employment Business or the Temporary Worker giving the other party one hours notice in the first week and one week's notice thereafter.
- 18.1.3 The Client shall notify the Employment Business immediately and without delay and in any event within 24 hours if the Temporary Worker fails to attend work or notifies the Client that s/he is unable to attend work for any reason.
- 18.2 In the case of the Contractor:**
- 18.2.1 An Assignment may be terminated by the Client, Employment Business or the Contractor giving the other party one hours notice in the first week and one week's notice thereafter.
- 18.2.2 Notwithstanding the provisions of sub-clause 18.2.1 the Client may terminate the Assignment forthwith by notice in writing to the Employment Business where:
- (a) the Contractor is in wilful or persistent breach of its obligations;
  - (b) the Client reasonably believes that the Contractor has not observed any condition of confidentiality applicable to the Contractor from time to time; or
  - (c) for any reason the Contractor proves unsatisfactory to the Client.
- 18.2.3 The Employment Business may terminate an Assignment forthwith by notice in writing:-
- (a) if the Client is in wilful or persistent breach of its obligations under these Terms;
  - or
  - (b) if the Client becomes bankrupt or has a receiving order or administrative order made against it or is put into liquidation (save for the purposes of solvent reconstruction or amalgamation).
- 18.2.4 The Employment Business shall notify the Client immediately if it receives or otherwise obtains information which gives it reasonable grounds to believe that a Contractor supplied to the Client is unsuitable for the Assignment and shall terminate the Assignment under the provisions of clause 18.2.3.

**19 LAW**

- 19.1 These Terms are governed by the law of England & Wales and are subject to the exclusive jurisdiction of the Courts of England & Wales.

**Addendums attached:** Yes  No

\_\_\_\_\_  
*Print name*

\_\_\_\_\_  
*Signed on behalf of the Agency/Employment Business (The Synergy Group)*

Date \_\_\_\_\_

\_\_\_\_\_  
*Print name*

\_\_\_\_\_  
*Signed by the Client*

\_\_\_\_\_  
*Name of Client organisation*

Date \_\_\_\_\_