



# IAM GLOBAL

Linking People – Enabling Performance.

IAM Global GmbH - Merowingerplatz 1 / Chlodwigstraße 90 - 40225 Düsseldorf - +49 (0) 211 972663 00 - info@iam-global.de

## GENERAL TERMS AND CONDITIONS / T&C

Version as of: 01.06.2021

### Article 1: Basics

- 1.1 These terms and conditions apply to all offers / requests for offers and contracts regarding the performance of services by IAM Global GmbH and all affiliated companies (hereinafter: contractor) based on the order agreement – signed at the end of page 3 with the signature under this document - and, in particular, to any agreement with the contracting party (hereinafter: client) and any other legal relationship arising out of these contracts and all non-contractual relations between the parties, in particular tort.
- 1.2 The terms and conditions are based on the following definitions:
- Candidate: the natural person recruited and selected by the contractor to fill an open position within the client company.
  - Gross annual salary: the salary based on a full year and a full-time employment relationship (forty hours) in the first year of service with the employer. This gross annual salary also includes a (possibly) thirteenth monthly salary, holiday pay, holiday allowances, on-target earnings (OTE), mobility budget (car / travel allowances), relocation allowances, all other primary and secondary conditions and benefits which are agreed between the candidate and the client. A car provided by the client for private and business use is equated in this context with a gross annual salary of nine thousand euros.
  - Presentation: the presentation of the candidate's data by the contractor to the client. It does not matter if the client already knows the candidate.
  - Agreement: an agreement between the candidate and the client on the assumption of a temporary or permanent employment relationship or on the conclusion of a contract for the performance of services in the broadest sense of the word for the client.
  - Contract: the contract between the contractor and the client.
  - All amounts stated in these terms and conditions and in offers of the contractor are exclusive of VAT.
- 1.3 Any regulations deviating from these terms and conditions - including possibly the general and special terms and conditions of the client - shall only apply if and insofar as they have been expressly accepted in writing by the contractor. More detailed information on individual conditions can be found under point 4.1.



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- 1.4 These general terms and conditions are made available on the contractor's website and, if they have not already been handed over, sent to the client on first request. The version valid at the time of the conclusion of the contract applies in each case.
- 1.5 The client reserves the right to unilaterally modify these general conditions. An amendment will also apply to contracts that were concluded prior to the change. A change will come into force at the earliest fourteen days after notification of this change to the client or the candidate. The announcement is informal. If the client or candidate does not agree to the change, the previously valid regulations will continue to apply.
- 1.6 The contract is concluded without any exclusivity clause, unless the parties agree otherwise in writing, which is confirmed in writing by the contractor. If the parties agree on exclusivity and the client breaches the agreed exclusivity, the client shall immediately owe a compensation equal to the minimum commission according to Article 4 of these conditions, unless the principal proves a lower or the contractor a higher damage.

### Article 2: Conclusion of the contract

- 2.1 The way of placing the order by the client to the contractor for the performance of services is informal. The contract is concluded by the acceptance of the order for a service of the client by the contractor (order confirmation) or by the actual start with the performance of the service by the contractor.
- 2.2 After the conclusion of the contract, the contractor is entitled to use the name and / or the logo of the client to support the execution of the services and to promote the contractor.

### Article 3: Contract

- 3.1 If there is agreement between the client and all affiliated companies and the candidate proposed by the contractor within one year of the first presentation, the client is obliged to inform the contractor in writing within five working days after the agreement has been reached – this includes the sending of the contract with all relevant the information accessible to view. For the question whether there is an agreement, it does not matter whether the conclusion of a contract of employment between the client and the candidate was dependent on a good completion of a probationary period, or that the candidate occupies a position other than for which he or she was presented by the contractor.

### Article 4: Commission for Recruitment Services

- 4.1 From the time of agreement between the client and the candidate, the client owes the contractor a commission, the amount of which can be found in the table under point 4.2. Written individual conditions (letter or e-mail) granted by the contractor that deviate from the conditions listed under point 4.2 apply



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with priority. The individual conditions must be clear from the written correspondence between the client and at least one of the contractor's managers and must be either

- Actively presented...

or

- Expressly confirmed...

by at least one of the managing directors of the contractor. The managing directors of IAM Global GmbH are listed in the imprint of the website at [www.iam-global.de](http://www.iam-global.de) and can also be found via the relevant sources of the Federal Gazette.

4.2 Basis for the calculation of the commission can be found in the following table:

| Gross Annual Salary       | Commission       |
|---------------------------|------------------|
| Up to € 40.000 [          | € 12.500         |
| [ € 40.000 - € 60.000 [   | € 15.000         |
| [ € 60.000 - € 75.000 [   | 27,5 %           |
| [ € 75.000 - € 100.000 [  | 30 %             |
| [ € 100.000 - € 150.000 [ | 35 %             |
| [ From € 150.000          | Executive Search |

As indicated by the interval brackets, the respective higher commission level is applied for threshold values. Starting with a planned gross annual salary over € 150,000 our separate terms and conditions "Executive Search" apply – available on request.

4.3 Project framework

The project framework is the expected commission, which is calculated according to the commission table in 4.2 from the gross annual salary of the future candidate targeted by the client.

4.4 Retainer / Performance-independent upfront payment



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The Contractor categorizes existing Recruitment Mandates as well as those in the process of being initiated into different categories, which are provided with internal resources in different amounts in order to achieve the goal - i.e. the successful placement of a candidate from the Contractor to the Client. In order to distribute the risk between the client and the contractor appropriately, the amount of internal resources provided by the contractor is based on an upfront payment made by the client, which is to be paid at the beginning of the collaboration, irrespective of success.

The different categories of a Recruitment Mandate are as follows:

- **Category C Mandate:** Possible for general positions without specific requirements. Standardized expenditure of resources from the start of the project with a basic range of activities for successful candidate sourcing.
  - *Networking:* Addressing the general IAM Global network via newsletter;
  - *Active Sourcing:* Basic active sourcing on professional networking platforms (classic contact networking);
  - *Campaigns:* General sourcing campaigns on professional networking and social media platforms (LinkedIn, Xing, Facebook, Instagram).
- **Category B Mandate:** Suitable for specific positions with precise requirement profile. Increased expenditure of resources from the start of the project with an extended range of activities for improved candidate sourcing.
  - *Networking:* Addressing the industry-specific IAM Global network via newsletters and success-based referrals;
  - *Active Sourcing:* Enhanced, industry-specific active sourcing on professional networking platforms (classic contact networking + enhanced premium targeting);
  - *Campaigns:* Targeted, industry-specific sourcing campaigns on professional networking and social media platforms (LinkedIn, Xing, Facebook, Instagram);
  - *Performance Marketing:* intelligent targeting methods in collaboration with a renowned agency (pixel tracking, week parting, etc.).
- **Category A Mandate:** Optimal for (time) critical positions with exceptional requirement profile. Maximum expenditure of resources from the start of the project with the most comprehensive range of efforts for optimal candidate sourcing.



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- *Networking:* Addressing the mandate-specific IAM Global network via newsletters, success-based recommendations and direct contact;
- *Active Sourcing:* Extensive, mandate-specific active sourcing on professional networking platforms (traditional contact networking, extended recruitment licenses, professional corporate recruitment licenses);
- *Campaigns:* targeted, mandate-specific sourcing campaigns on professional networking and social media platforms (LinkedIn, Xing, Facebook, Instagram);
- *Events:* targeted, mandate-specific targeting of candidates at industry-relevant events, in industry-relevant circles, co-branding at trade shows & events.
- *Performance Marketing:* state-of-the-art, AI-supported targeting methods in collaboration with a renowned agency (pixel tracking, week parting, day parting, re-targeting between different platforms, etc.).

Depending on the choice of mandate, a retainer results, which can be seen in the following table.

| Mandate Category | Retainer |
|------------------|----------|
| A                | 50%      |
| B                | 25%      |
| C                | 0%       |

The agreed retainer will be invoiced to the client upon receipt of the signed contract. The payment deadline is two weeks. From receipt of payment, the Contractor undertakes to provide adequate internal resources in accordance with the prioritization of the mandate in order to ensure maximum success and successful completion of the project. The time frame of the active search, during which relevant efforts on the part of the contractor must be demonstrated, is 3 months.

In case of success, the contractor is entitled to charge the full commission for the defined project. The originally estimated project scope according to 4.3 is irrelevant. The gross annual salary agreed in the employment contract shall apply. Accordingly, at the end of the project, a higher commission may also be invoiced than assumed in the original project framework. The basis for all final commission calculations is the table in section 4.2. The final amount will be offset against the retainer already paid.



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## Article 5: Conditions for Corporate Consulting Services

### 5.1 Team Analysis

In order to achieve an optimal fit between the client and candidates, the client has the option, in addition to or independent of the classic Recruitment process, to have the existing team analyzed according to scientific standards for team dynamics, personality types and team chemistry. The scope of the team analysis includes:

- Team-specific analysis of cognitive performance and individual potentials
  - in the external value dimension
  - in the internal value dimension
- Team-specific analysis of preferred thinking patterns and problem-solving skills
  - in the external value dimension
  - in the internal value dimension
- Team specific analysis of the team structure
  - regarding identical and / or complementary personality types
  - regarding variance, standard deviation, and typical value patterns

The basis for the calculation of the consulting fee can be found in the following table:

| Team Size       | Consulting Fee                |
|-----------------|-------------------------------|
| Up to 3 people  | € 5,000                       |
| Up to 10 people | € 10,000                      |
| Up to 25 People | € 20,000                      |
| From 26 people  | Individual Project Definition |

The basis for calculation is 3 / 6 / 12 daily rates with the consulting fee listed above as a flat rate. Projects that exceed the scope of daily rates listed in the previous sentence will be remunerated with a daily rate of € 2,000.

### 5.2 Corporate DNA Analysis

In order to understand the company-wide structure at the client best and identify the corporate culture across different departments, the client has the option, in addition to or independent of the traditional



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Recruitment process, to have his entire organization analyzed according to scientific standards for company-wide or team-specific dynamics, recurring or unique personality types, and overarching or local motivational factors. The scope of the Corporate DNA Analysis includes:

- Team specific analysis of the individual departments, business units as well as the management level of the client. Handling according to article 5.1 (Team Analysis).
- Holistic company- and team-specific analysis of the differences or commonalities of the individual departments, business units as well as the management level
  - regarding cognitive performance and individual potentials
    - in the external value dimension
    - in the internal value dimension
  - regarding preferred thinking patterns and problem-solving skills
    - in the external value dimension
    - in the internal value dimension
- Holistic company and team specific analysis of the company structure
  - regarding identical and / or complementary personality types
  - regarding variance, standard deviation, and typical value patterns

The basis for the calculation of the consulting fee can be found in the following table:

| Company Size        | Consulting Fee                |
|---------------------|-------------------------------|
| Up to 15 Employees  | € 25,000                      |
| Up to 50 Employees  | € 50,000                      |
| Up to 120 Employees | € 100,000                     |
| From 121 Employees  | Individual Project Definition |

The calculation basis is 15 / 30 / 60 daily rates with the consulting fee listed above as a flat rate. Projects that exceed the scope of daily rates listed in the previous sentence will be remunerated with a daily rate of € 2,000.

- 5.3 The commissioning of the contractor with Corporate Consulting Services shall take place via a separate order confirmation and shall be invoiced separately. Any goodwill provisions such as those listed in Article 7 later on shall not apply to Corporate Consulting Services.



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### Article 6: Payment

- 6.1 The commission described in Article 4 and the consulting fees incurred by the Corporate Consulting Services described in Article 5 of these terms and conditions shall be charged to the client by the contractor on the next working day as soon as a candidate from the contractor has signed an employment contract offered by the client or the consulting project is finished. In case of projects pursuant to Article 5 with a total volume > € 50,000 the contractor shall be permitted to issue partial invoices for every € 25,000 - given that the agreed consulting days have been provided accordingly on a pro rata basis.
- 6.2 Invoices must be paid within 14 calendar days from the invoice date. If this period of payment is exceeded, the customer is legally in default and he owes default interest in the amount of the then applicable statutory provisions. The client has no right to set-off or the assertion of a right of retention, unless the counterclaims are legally established or recognized by the contractor.
- 6.3 If the client does not protest in writing against the contents of the invoice within five calendar days of sending an invoice, it is assumed that the client agrees to the invoice.
- 6.4 Payment may only be made with a legal tender in cash or by bank transfer to the contractor's bank account as specified on the invoice.
- 6.5 If the payment term is repeatedly exceeded (no settlement of the invoice within 14 days after the first reminder, which occurs on the first working day after expiration of the normal payment term), the client loses all claims to goodwill.
- 6.6 The client is not entitled to a suspension or set-off of any payment obligation under the contract. This does not apply if the counterclaim or the right of retention is recognized or legally established. The same applies to the contractor.

### Article 7: Liability

- 7.1 The contractor is in no case liable for damage caused or caused by a candidate. The client must check himself whether the candidate has any required (work) permits, employee or independent status and / or other required documents. The contractor is under no circumstances party to the contract between the client and a candidate. The candidate is not a vicarious agent of the contractor. All documents and information are to be requested and checked independently by the client.
- 7.2 The contractor shall not be liable for any damage, loss or delay resulting from an attributable negligence, tort or other cause whatsoever, except in cases of intent or gross negligence, as well as the breach of a principal obligation to perform trust - or injury to life, limb or health on the part of the contractor. In the event of a breach of a principal obligation, liability is limited to the damage typically expected.





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### Article 8: Goodwill Regulation

- 8.1 If the employment contract with a candidate is concluded, but the candidate does not start the job or terminates the contract prior to commencement, the contractor will receive full reimbursement of the paid commission. This goodwill regulation does not apply if the client has already committed significant misconduct before the start date and the attractiveness of the position for the candidate has deteriorated significantly (insults, public scandals of the client, demonstrable false statements of the client in the communication with the candidate).
- 8.2 If a contract of employment with a candidate ends within eight weeks of commencement because the candidate terminates the contract himself or the client terminates the contract with the candidate during this period or by mutual agreement with the reason that the candidate is not working properly – which has to be backed up with relevant documents by the client - the contractor will use the goodwill policy to try to replace the vacant position of the leaving candidate for a period of up to three months. Should the replacement not be successful after the application of various Recruitment activities (switching of vacancies, database contacts, active sourcing), no claims will be made for the client in the form of damages, reimbursements or ongoing Recruitment activities by the contractor. In case of success, the claim for succession does not entitle the client to demand equal professional qualifications, equal willingness to travel, salary expectation or other candidate-specific attributes. This goodwill regulation does not apply if the candidate's defective work or the reason for termination of the candidate is attributable to the client (missed salary payments, workplace bullying, temporary work notwithstanding the employment contract, etc.).
- 8.3 The client shall inform the Contractor in writing within five calendar days from the date of termination or from the date of signing of a Termination or Termination Agreement by mutual agreement stating the cause or termination of the candidate in accordance with paragraph 8.1 and 8.2.

### Article 9: Applicable law and disputes

- 9.1 Substantive German law is applicable to all contracts between the contractor and the client, even if the contract has an international character.
- 9.2 The place of jurisdiction for all disputes - including those which are considered as such only by one of the parties - which should arise between the client and the contractor on the basis of this contract or the resulting contracts, is Düsseldorf.
- 9.3 Confidentiality
- Each party will keep strictly confidential all confidential Information of the other and of the other's affiliated companies received or obtained during the negotiation or performance of this Contract



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and, except with the prior written consent of the other (or of an affiliates of the other) or to the extent that disclosure is required by law, will not disclose such Confidential Information to any third party or copy or use it for any purpose other than for the proper performance of its obligations under this Contract.

- Neither party will acquire any right in or title to Confidential Information of the other or the other's affiliated companies nor any license in respect of it except as expressly stated in this Contract.
- The above duties do not extend to information or data which at the time of its disclosure or use by the receiving party:
  - is generally available and known to the public other than by reason of the receiving party's breach of this clause;
  - the receiving party can demonstrate had previously come lawfully into the receiving party's possession from a third party under no restriction as to its use or disclosure;
  - or the receiving party can demonstrate that it developed independently without reliance on Confidential Information of the other or of the other's affiliated companies.
- Each party agrees and acknowledges that damages alone may not be an adequate remedy for breach of this clause and that each party and their affiliated companies will be entitled to seek injunctive or other equitable relief to remedy or prevent any breach or threatened breach of this clause.
- The obligations in this clause will remain in force notwithstanding termination of this Contract for any reason.

9.4 Data Protection: Each party warrants that it has complied, and shall continue to comply, with the requirements of all data protection legislation in any jurisdiction relevant to the exercise of its rights or the performance of its obligations under this Contract.



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## SIGNATURE PAGE

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### Mandate Category

( A | B | C )

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### Target Salary f. Project Framework

( Only for Mandate A or B )

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### Team Analysis

( Yes + Number of people | No )

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### Corporate Culture Analysis

( Yes + Number of people | No )

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### Client

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### Name of the Signatory

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### Place, Date

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### Signature