



# Terms and Conditions

## 1. Introduction

Welcome to SciHigh Medical Recruitment. These Terms and Conditions outline the rules and regulations for the use of our services. By engaging with SciHigh Medical Recruitment, you agree to comply with these terms. If you do not agree, please refrain from using our services.

## 2. Definitions

- "Company," "We," "Our," or "Us" refers to SciHigh Medical Recruitment.
- "Client" refers to any organisation, business, or individual seeking recruitment services from SciHigh Medical Recruitment.
- "Candidate" refers to any individual seeking employment opportunities through SciHigh Medical Recruitment.
- "Placement" refers to the successful employment of a Candidate with a Client.

## 3. Services

SciHigh Medical Recruitment provides medical recruitment services, specialising in placing General Practitioners, Surgeons, Nurses, and other Medical, Scientific, or Healthcare Professionals. Our services include candidate sourcing, screening, and referral to Clients. Additional services such as interviewing and training may be provided if agreed upon in writing by both the Company and the Client before the commencement of services.



#### **4. Client Responsibilities**

Clients engaging SciHigh Medical Recruitment for recruitment services must:

- Provide accurate job descriptions and employment details.
- Adhere to fair hiring practices and comply with applicable employment laws.
- Provide timely feedback on referred Candidates.
- Ensure Candidates receive a written employment contract upon hiring.
- Pay agreed advertising costs before advertising begins and must replenish advertising funds as needed, as agreed between the Client and the Company, to ensure continuous advertising.
- Remain in regular contact with SciHigh Medical Recruitment regarding critical issues related to the recruitment process and respond in a timely manner.

#### **5. Candidate Responsibilities**

Candidates engaging with SciHigh Medical Recruitment must:

- Provide accurate and truthful information regarding their qualifications and experience.
- Notify SciHigh Medical Recruitment of any changes in employment status.
- Comply with professional registration requirements and local medical regulations.
- Adhere to professional standards of conduct at all times.
- Remain in regular contact with SciHigh Medical Recruitment regarding critical issues related to the recruitment process and respond in a timely manner.

#### **6. Fees and Payment**

SciHigh Medical Recruitment charges a one-off commission fee of 7.5% of the hired Candidate's annual salary. Additionally, all fees incurred through the advertising process will be solely the responsibility of the Client. Advertising platform fees will be passed directly from the platform to the Client without premiums attached, and must be paid at least 2 days in advance of the commencement of services in order for advertisements and/or job listings to be placed. Unless required by law, we do not offer refunds on advertising costs, including if the Client changes their mind about advertising with SciHigh Medical Recruitment or is unsatisfied with the quality of Candidates.



The following payment terms apply to the commission fee pay structure:

- The commission fee is payable within 14 days of the Candidate's start date.
- A refund policy applies to the commission fee, only, and is payable only if the Candidate leaves within the first three months:
  - 75% refund if the Candidate leaves within 4 weeks.
  - 50% refund if the Candidate leaves within 8 weeks.
  - 25% refund if the Candidate leaves within 12 weeks.
  - No refund after 12 weeks.
- Late payments will incur a 5% monthly interest charge.
- The Client must pay all advertising fees before advertising begins and must replenish advertising costs as needed to continue advertising.

## **7. Confidentiality**

Both Clients and Candidates agree to maintain the confidentiality of sensitive information shared during the recruitment process. SciHigh Medical Recruitment will handle all personal data in accordance with its Privacy Policy.

## **8. Liability & Indemnity**

SciHigh Medical Recruitment makes reasonable efforts to verify Candidates' credentials but does not guarantee their performance or suitability for a role. Clients assume full responsibility for hiring decisions.

SciHigh Medical Recruitment is not liable for any loss, damages, or disputes arising from a Candidate's employment. Additionally, SciHigh Medical Recruitment does not provide employment contracts or guarantee work placement.

## **9. Termination of Services**

SciHigh Medical Recruitment reserves the right to terminate services if:

- A Client or Candidate engages in fraudulent, unethical, or unlawful activities.
- The Company does not receive a response from either the Client or Candidate within a reasonable timeframe (14 days unless otherwise agreed).



## 10. Governing Law

These Terms and Conditions shall be governed by the laws of Australia. Any disputes arising shall be resolved through mediation before legal action is taken.

**By engaging with SciHigh Medical Recruitment you agree that you have read and will abide by these Terms and Conditions.**