



Recruitment Terms and Conditions

Please read these terms and conditions carefully before hiring a Reception Academy student/graduate.

If the Client deals with Reception Academy with regards to the introduction of Candidates for any Position, or engages a Candidate in any capacity, the Client is deemed to have accepted these Terms.

General

The following definitions apply:

"Client" means the company, firm or organisation which has set up an account with Reception Academy in order to use our recruitment platform and Services.

"Candidate" means any current or past student/graduate of Reception Academy who successfully completed one of our training courses and was made available for recruitment via our website and/or directly applied to a Client via their own recruitment portal using a Reception Academy branded CV.

"Order Confirmation" means, in the case of online or direct orders, the confirmation of purchase of one or more of our Services.

"Services" means any services or products offered by Reception Academy.

"Terms" means these terms and conditions.

"Website" means www.ReceptionAcademy.com and includes, without limitation, its content, databases, software, code and graphics.

1. The following Services are available from Reception Academy via the Website:

1.1 Graduate Recruitment: The Client may recruit any of our Candidates once registered for one of our annual partner memberships as outlined below:

- Bronze Membership at £495 plus VAT – recruit up to three (3) candidates (for a twelve months period)
- Silver Membership at £795 plus VAT – recruit up to six (6) candidates (for a twelve months period)
- Gold Membership at £995 plus VAT – unlimited candidate recruitment (for a twelve months period)

1.1 a.) Annual Partner Membership

The Annual Partner Membership is based on a single property and access to our candidate database may not be shared between properties.

1.2 Job Advertising: The Client may advertise any of their job vacancies on our job board. This job board is accessible to previous graduates, current students, and members of the general public who are looking to find employment. Posting of vacancies is **free** of charge. Any **"non-Reception Academy graduates"** may be hired at no cost. Any graduates, past or present, hired via the job board, are chargeable at the recruitment fee stipulated in 1.1.

1.3 Branding Opportunities: Various opportunities to promote Client brands are available, including Recruiter Profile, where Reception Academy will post a profile of the Client's company or organisation

on our Website. This profile service is **free** of charge. Additional advertising opportunities may be purchased by speaking to the Reception Academy sales team; Fees may apply for additional advertising.

1.4 Email & SMS Services: Various email and SMS services are available, including messaging and contacting Candidates directly via the client and student/graduate profile. These services are **free**.

2.1 Complimentary Graduation Hosting: The Client can receive 6 months of unlimited recruitment in return for hosting a complimentary graduation at their premises. Acceptance of a graduation venue hosting opportunity is subject to graduation set-up requirements. Please note, there are only 12 graduation hosting opportunities available each year. There is no limit on how many graduations a hotel can offer to host.

2.3 Recommended Training Partner: The Client can receive 6 months of unlimited recruitment in return for promoting Reception Academy as a recommended training partner on the Client's official company website within the section(s) of Vacancies and Careers. This must include a clickable back-link to www.receptionacademy.com.

Recruitment Process

The Client agrees to mark Candidates as 'recruited' either: directly via the employer online portal, by email, or through a call to the Reception Academy recruitment team.

The Client agrees to use the Website and the Services in 'good faith', i.e. to post authentic, impartial and unique jobs of reasonable quality, which provide both adequate and accurate job details. The Client also agrees that any abuse of the Services, Website or these Terms can result in the Client's access to the Services being removed, and its account terminated.

Recruitment Guarantee of Satisfaction

In the event of a Candidate leaving the Client's employment or the employer terminating employment within 90 days of commencement, for any reason, including: redundancy, termination or material change to the Position, Reception Academy offers a Guarantee of Satisfaction and will void the recruitment relating to this specific Candidate.

The Guarantee of Satisfaction shall not apply where the Client has failed to notify Reception Academy of the Candidate's termination of employment in writing within 7 days of such termination.

Payment Terms

On Invoice

Clients approved for invoicing receive 30-day payment terms. Payment terms apply from the date of registration or, in all other cases, when order confirmation was placed. VAT is payable at the prevailing rate

All Other Payment Methods

Reception Academy accepts credit cards and uses SagePay as the payment portal for electronic processing of purchases via our website.

Liability

Reception Academy accepts no liability whatsoever for any loss, damage, costs or expenses, howsoever caused, which the Client may suffer or incur arising out of or in connection with the introduction to or the engagement by the Client of a Candidate, unless such loss, damage, costs or expenses are a direct result of the negligent acts or omissions of Reception Academy. For the avoidance of doubt, nothing in this clause shall be deemed to exclude any liability which cannot by law be excluded, including, without limitation, liability for death or personal injury and fraudulent misrepresentation.

In the event that the Client makes a claim against Reception Academy for whatever reason, Reception Academy's liability (if any) shall not exceed the price paid or to be paid by the Client for the Services. Under no circumstances shall Reception Academy be liable for any consequential, indirect or special losses, howsoever arising or for any loss of profits, revenue, interest, goodwill, business and/or savings (whether direct or indirect). Nothing in these Terms shall be construed to exclude Reception Academy's liability for death or personal injury by negligence or any other liability which cannot by law be excluded.

Neither party shall disclose any information about the other which is designated as confidential or which ought reasonably to be regarded as confidential, except for information which is already in the public domain (otherwise than by breach of this clause) or where disclosure is required by law. Both parties shall comply with all applicable laws, including without limitation, the Data Protection Act 1998 and all antidiscrimination legislation. These Terms of Business shall be governed by English law and the parties submit to the exclusive jurisdiction of the courts of England and Wales.

Important: These Terms are subject to change. The rates quoted take effect from 1st February 2017, however, please check that they are the rates currently applicable. Fees are exclusive of VAT, which shall be applied at the prevailing rate.