

MOVEMEON

TERMS AND CONDITIONS FOR THE SUPPLY OF SERVICES TO EMPLOYERS FOR HIRES DURING A SUBSCRIPTION

INTRODUCTION

We have tried to make our terms as succinct, clear and fair as possible. After all, movemeon is run by a small team of real people! For your convenience, we have put the clause concerning our fees and your obligations, first (clause 1 & 2). In agreeing to these terms, you are agreeing to all the terms and documents referenced in these terms.

1. FEES & PAYMENTS

- 1.1 If you choose to subscribe to Movemeon for a defined time period (as described under “About the subscription”) then you are choosing to pay up-front for access to the site. Within the remit of the subscription, once the up-front payment has been made, you can make unlimited hires with no further fees being due.
- 1.2 The remit of the subscription (time period, geographical remit, teams and type of jobs) is described in the section “About the subscription”
- 1.3 Any hire made out of this remit, as a result of posting on the site, will result in a success fee governed by our success fee terms (see link here for permanent hires: https://www.movemeon.com/wp-content/uploads/2018/11/Movemeon_Terms_Success_Fee_Permanent-1.pdf) and see here for freelance hires: https://www.movemeon.com/wp-content/uploads/2018/11/Movemeon_Terms_Success_Fee_Freelance.pdf. The following will be considered outside the remit:
 - (a) Time period: any hire who accepts an offer over 3 months after the end date of the subscription, but within 12 months of their application, unless the entity re-subscribes.
 - (b) Geographical remit: any hire who has an employment contract outside of the geographical remit covered in the terms.
 - (c) Teams: any hire who joins the business in a team not specified in the section about the subscription.
 - (d) Type of job: if a subscription is just for permanent hires, then any “freelance” hires made, will be subject to the following terms: https://www.movemeon.com/wp-content/uploads/2018/11/Movemeon_Terms_Success_Fee_Freelance.pdf. If a subscription is just for freelance hires, then any “permanent” hires made will be subject to the following terms: https://www.movemeon.com/wp-content/uploads/2018/11/Movemeon_Terms_Success_Fee_Permanent-1.pdf.
 - (e) Payment is also due in accordance with this contract for any candidate introduced by the Supplier to the Customer who goes on to accept a job offer with a company to whom the Customer introduces the candidate; be the company legally unconnected with the Customer or a subsidiary, holding company, portfolio company or other entity legally connected with the Customer.

MOVEMEON

- 1.4 Fees for our services exclude VAT (at the applicable current rate chargeable in the UK for the time being) unless it is explicitly stated that VAT will be included. VAT will be charged or not charged to Customers based outside of the UK as governed by international laws and agreements pertaining to VAT.
- 1.5 The subscription fee will be invoiced upon agreement of these terms. The fee will be due within 30 days of the invoice being sent (“Due Date”). The Customer is required to acknowledge by email receipt of the Supplier’s invoice.
- 1.6 Fees are to be paid in Pound Sterling and by bank transfer to the Supplier’s nominated UK bank account. In the event that the basic salary agreed with the Candidate is in another currency to Pound Sterling, the Supplier will convert the salary to Pound Sterling for invoicing purposes using a mid-market exchange rate on the date of invoice. Any international transfer fees are to be paid by the Customer.
- 1.7 For payments made after the due date specified on the Supplier’s invoice to the Customer in line with the timescales set out in these terms, the Supplier reserves the right to charge a penalty equal to the interest on fees calculated by taking an annual interest rate equal to the Bank of England rate plus five percent (+5%) pro rata for the number of days by which payment is late.
- 1.8 Fees for our Services may change from time to time, but changes will not affect services you have already instructed.
- 1.9 The subscription will automatically renew at the end of the subscription term. If the Customer wishes to cancel their subscription to Movemeon, they are required to inform the Supplier by email to info@movemeon.com at any point prior to the renewal date of the Customer’s subscription.
- 1.10 The Supplier will email the Customer with an invoice for the renewal of the Customer’s subscription 1 calendar month prior to the renewal date. Cleared funds are required in the Supplier’s account prior to the renewal date. If cleared funds are not received on time, the Supplier will block the Customer’s access to Movemeon until cleared funds are received.

2. CUSTOMER OBLIGATIONS

- 2.1 You will work with the Supplier to highlight all relevant roles for the site. Your feedback on proposed marketing copy will be received in a timely fashion.
- 2.2 The Customer will have access to the site through an account. The Customer must use their account to receive and manage applications to their job posts.
- 2.3 The Customer is required to keep the Supplier informed of the progress of all candidates introduced, via a status update to their account on the Supplier’s website, or by email to the Supplier. The Customer is required to respond to each applicant within a timely fashion – defined as within 15 working days of the candidate’s application. We reserve the right to automatically regret any candidate application where a status update has not been received within these 15 working days. This term is designed to provide candidates with a good experience and thereby to protect and grow the Customer’s employer brand.

MOVEMEON

- 2.4 You are required to have a check in telephone call with your movemeon account manager within 10 (ten) working days of an opportunity going live on our website. Your account manager will contact you to schedule this call at the time the opportunity goes live. The purpose of this call is to agree candidates being progressed and to understand how movemeon could better market the role (if required). It's designed to be helpful for you and results in a more efficient and effective partnership between us. If you do not attend this check in call, we will be in contact to reschedule a further call during the following 5 (five) working days.
- 2.5 The Customer shall notify the Supplier by email to info@movemeon.com within 15 working days of a job offer being made to any candidate introduced by the Supplier. This communication must include details of the candidate's name, start date and basic salary.
- 2.6 You agree not to attempt to circumvent our Services and Website by independently attempting to communicate and hire the Candidate through alternative means after discovering the Candidate through our services or on our Website.
- 2.7 The Customer is entitled to use the Supplier's website only for the purpose of recruitment of candidates into direct employment by the Customer and the Customer only.

3. SUPPLIER OBLIGATIONS

- 3.1 The Supplier will permit the Customer to post jobs onto the Supplier's website. The Supplier will market these jobs in a weekly newsletter, job alerts and other internal marketing channels.
- 3.2 Where appropriate, the Supplier will work with the Customer to agree the marketing copy for each job, offering advice around how best to position.
- 3.3 Posts will not be displayed to candidates until they have been approved by the Supplier. The Supplier reserves the right to refuse to display job posts to candidates in the case that the job post is not appropriate for the community or if the job post contravenes the Supplier's requirements for use of the website.
- 3.4 Whilst there is no formal limit to the number of roles that can be posted within the subscription period, the Supplier will ensure that the Customer's brand is effectively managed. This typically means that there will be a maximum of 4-6 roles live at any one point.
- 3.5 Any job posts that are live when the Customer does not renew their subscription to Movemeon or fails to pay an invoice prior to renewal date, will be deactivated by the Supplier and the account will be blocked. The Customer will be able to reactivate such jobs posts when their account is reactivated.

APPENDIX – TERMS NOT RELATING TO FEES & PAYMENT

4. ABOUT US

- 4.1 We operate the website www.movemeon.com and all associated domains. We are Movemeon Limited, a company registered in England and Wales under company number 08471026 and with

MOVEMEON

our registered office at Unit NLG02, Vox Studios, 1-45 Durham Street, London, SE11 5JH. Our address for correspondence is also Unit NLG02, Vox Studios, 1-45 Durham Street, London, SE11 5JH. Our VAT number is 104 1114 87. We are the owners of the UK Registered Trade Mark UK00002590566. Throughout this document, the words “Supplier”, “Movemeon,” “us,” “we,” and “our,” refer to our company, Movemeon Limited, our Website(s) or our service, as is appropriate in the context of the use of the words. You may contact us by e-mailing us at info@movemeon.com.

- 4.2 This document together with our *Privacy Policy* (available at this link: <https://www.movemeon.com/privacy-policy/>) and *Terms of Website Use* (available at this link: <https://www.movemeon.com/terms-of-use/>) tells you information about us and the legal terms and conditions (**Terms**) by which we regulate provision of our services including job posts through our website(s) (**our site**). We take the protection of data very seriously, and use all reasonable endeavours to comply with all applicable regulation (including GDPR) as described in our Privacy Policy. In agreeing to these terms you are also agreeing to our *Privacy Policy* and our *Terms of Website Use*.
- 4.3 The Customer shall use all reasonable endeavours to comply with all applicable data protection regulations, including the General Data Protection Regulation (Regulation (EU) 2016/679) (and any amendments to it) and other similar national privacy laws as regards any data (including candidate data) shared by the Supplier, either through the www.movemeon.com website or emails.
- 4.4 These Terms will apply to any contract between us for the supply of Services to you (**Contract**). Through these Terms you are referred to as the **Customer or “You” or “Your”** as is appropriate in the use of the words. Please read these Terms carefully and make sure that you understand them, before using our services. Please note that once you are registered with our site, you will be bound by these Terms for all further use of our services. If you refuse to accept these Terms, you will not be able to use our services.
- 4.5 We amend these Terms from time to time as set out in clause 6. Every time you wish use our services, please check these Terms to ensure you understand the Terms that will apply at that time. These Terms were most recently updated on 22nd May 2018.
- 4.6 These Terms, and any Contract between us, are only in the English language.

5. WARRANTIES

- 5.1 If you are not a consumer, you confirm that you have authority to bind any business on whose behalf you use our site to post jobs or order Services.. By using our services you represent that (1) you have read, understand, accept and agree to be bound by these Terms (2) you are of legal age to form a binding contract with Movemeon Limited, and (3) you have the authority to enter into the agreement personally or on behalf of the company you have named as the employer, and to bind that company to the agreement.
- 5.2 These Terms and our *Privacy Policy*, and *Website Terms of Use* constitute the entire agreement between you and us and supersedes and extinguishes all previous agreements, promises,

MOVEMEON

assurances, warranties, representations and understandings between us, whether written or oral, relating to its subject matter.

- 5.3 You acknowledge that in entering into this Contract you do not rely on any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in these Terms or any document expressly referred to in them.
- 5.4 You and we agree that neither of us shall have any claim for innocent or negligent misrepresentation based on any statement in this Contract.
- 5.5 The Customer gives the Supplier permission to use the Customer's name, logo, job description, compensation range and testimonial (if provided) on the Supplier's website(s) and in order for the Supplier to share information with candidates over the Supplier's website, email, telephone and in any meetings with candidates (if applicable).
- 5.6 You understand that Movemeon does not inquire into the backgrounds of its candidate users or attempt to verify the statements of its users and that you are responsible for (1) conducting any background checks, reference checks, or other due diligence that you may require before making an offer of employment to a candidate and (2) complying with all laws and regulations relating to the intended employment of any candidate.

6. HOW THE CONTRACT IS FORMED BETWEEN YOU AND US

- 6.1 The basis of this contract constitutes the introduction of candidates by the Supplier for employment, in accordance with these conditions. The order shall only be deemed to be accepted when you accept these terms and conditions - agreement via registration on the Supplier's website or by email exchange with the Supplier being sufficient - at which point the contract shall come into existence ("Commencement Date").

7. OUR RIGHT TO VARY THESE TERMS

- 7.1 We amend these Terms from time to time. Please look at the top of this page to see when these Terms were last updated.
- 7.2 Every time you post a job on our website(s), the Terms in force at the time of your job posting will apply to the Contract between you and us.
- 7.3 We may revise these Terms as they apply to your order from time to time to reflect the following circumstances:
 - (a) changes in relevant laws and regulatory requirements
- 7.4 If we have to revise these Terms as they apply to your order, we will contact you to give you reasonable advance notice of the changes and let you know how to cancel the Contract if you are not happy with the changes.

MOVEMEON

8. TERMINATION

- 8.1 Without limiting its other rights or remedies either party may terminate the Contract by giving the other party written notice.
- 8.2 Without limiting its other rights or remedies, the Supplier may terminate the Contract with immediate effect by giving written notice to the Customer if the Customer fails to pay any amount due under this Contract on the due date for payment.
- 8.3 On termination of the Contract for any reason:
- (a) the Customer shall immediately pay to the Supplier all of the Supplier's outstanding unpaid invoices and interest and, in respect of Services supplied but for which no invoice has yet been submitted, the Supplier shall submit an invoice, which shall be payable by the Customer immediately on receipt;
 - (b) the accrued rights and remedies of the parties as at termination shall not be affected, including the right to claim damages in respect of any breach of the Contract which existed at or before the date of termination or expiry; and
 - (c) clauses which expressly or by implication have effect after termination shall continue in full force and effect.

9. LIMITATION OF LIABILITY

- 9.1 Nothing in these Terms limits or excludes our liability for:
- (a) death or personal injury caused by our negligence;
 - (b) fraud or fraudulent misrepresentation;
 - (c) breach of the terms implied by section 2 of the Supply of Goods and Services Act 1982 (title and quiet possession);
- 9.2 We will under no circumstances whatever be liable to you, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, arising under or in connection with the Contract for:
- (a) any loss of profits, sales, business, or revenue;
 - (b) loss or corruption of data, information or software;
 - (c) loss of business opportunity;
 - (d) loss of anticipated savings;
 - (e) loss of goodwill; or
 - (f) any indirect or consequential loss.
- 9.3 Our total liability to you in respect of all losses arising under or in connection with the Contract, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, including losses caused by the Supplier's deliberate personal repudiatory breach shall in no circumstances exceed £10,000.

MOVEMEON

10. COMMUNICATIONS BETWEEN US

- 10.1 When we refer, in these Terms, to "in writing", this will include e-mail.
- 10.2 Emails will be sent, and calls made, as part of the Supplier's standard operations. The Supplier will also send email newsletters to The Customer where a Legitimate Business Interest has been identified. The Customer can unsubscribe from these anytime. There is a section detailing how The Customer communicates with the Supplier in the Privacy Policy.
- 10.3 Any notice or other communication given by you to us, or by us to you, under or in connection with the Contract shall be in writing and shall be delivered personally, sent by pre-paid first class post or other next working day delivery service or e-mail.
The provisions of this clause shall not apply to the service of any proceedings or other documents in any legal action.

11. OTHER TERMS

- 11.1 We may transfer our rights and obligations under a Contract to another organisation, but this will not affect your rights or our obligations under these Terms. We will always notify you in writing or by posting on this webpage if this happens.
- 11.2 You may only transfer your rights or your obligations under these Terms to another entity if we agree in writing.
- 11.3 This Contract is between you and us. No other person or entity shall have any rights to enforce any of its terms, whether under the Contracts (Rights of Third Parties) Act 1999 or otherwise.
- 11.4 Each of the paragraphs of these Terms operates separately. If any court or relevant authority decides that any of them are unlawful or unenforceable, the remaining paragraphs will remain in full force and effect.
- 11.5 If we fail to insist that you perform any of your obligations under these Terms, or if we do not enforce our rights against you, or if we delay in doing so, that will not mean that we have waived our rights against you and will not mean that you do not have to comply with those obligations. If we do waive a default by you, we will only do so in writing, and that will not mean that we will automatically waive any later default by you.
- 11.6 A Contract and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.
- 11.7 We both irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with a Contract or its subject matter or formation (including non-contractual disputes or claims).