



## Appendix 1

### TERMS AND CONDITIONS, RECRUITMENT SERVICES

**Everllence**  
**filial af Everllence SE, Tyskland**  
CVR No.: 31611792  
Head office: Teglholmsgade 41  
2450 Copenhagen SV Denmark

**Everllence**  
Niels Juels vej 15  
9900 Frederikshavn  
Denmark

**Everllence**  
Christoffersensvej 6  
4960 Holeby  
Denmark



## Contents

1.	Definitions.....	3
2.	Everllence affiliates.....	3
3.	Services.....	3
4.	Choice of search method and timeframe .....	4
5.	Delivery terms .....	4
6.	Representations and warranties .....	4
7.	Prices – Fees and expenses.....	4
8.	Terms of payment.....	5
9.	Defects .....	5
10.	Confidentiality and personal data.....	5
11.	Termination for convenience .....	6
12.	Termination for breach .....	6
13.	Exclusivity to Candidates.....	7
14.	Sub-contractors .....	7
15.	Force majeure .....	7
16.	Supplier's corporate responsibility .....	7
17.	Data privacy .....	8
18.	Statutory provisions and standards .....	9
19.	Governing law and dispute resolution .....	9
20.	Miscellaneous .....	9

## 1. Definitions

As used in these Terms and Conditions the capitalized terms and expressions set out in the following shall have the meanings ascribed to them below:

- 1.1. "Agreement" means the Recruitment Service Agreement entered and signed by both Parties subject to these Terms and Conditions.
- 1.2. "Candidate(s)" means the individuals presented by the Supplier to Everllence based on a Search Assignment for consideration by Everllence for a position of employment, including those individuals that have already been presented by Supplier upon Everllence's request and are in the process of consideration by Everllence at the effective date of the Agreement.
- 1.3. "Confidential Information" means, with respect to each Party, any and all information which a Party or its directors, employees, representatives or advisers, have received or will receive from the other Party in connection with the Agreement (whether disclosed or obtained in writing, orally, in electronic form, by demonstration or otherwise).
- 1.4. "Fees" means the fees to be paid by Everllence for the Services provided by the Supplier.
- 1.5. "Everllence" means Everllence, filial af Everllence SE, Tyskland (a Danish registered branch of Everllence SE, Germany), company reg. no. (CVR) 31611792, Teglholtsgade 41, 2450 Copenhagen SV, Denmark.
- 1.6. "Milestones" means major events during the recruitment process with clearly defined deliveries that the Supplier must provide to Everllence in order to proceed with the agreed recruitment process and receive payment of a related partial fee.
- 1.7. "Parties" or "Party" means Everllence and/or the Supplier, as the case may be.
- 1.8. "Recruiter" mean an employee engaged by the Supplier, participating in the provision of the Services to Everllence on behalf of the Supplier.
- 1.9. "Search Assignment" means a specific assignment of the Supplier to recruit Candidate(s) and must as a minimum include the items set out in Appendix 2.1 'Statement of Work'
- 1.10. "Services" means any recruitment service provided to Everllence by the Supplier pursuant to the Agreement and further detailed in the Statement of Work or a relevant Search Assignment.
- 1.11. "Statement of Work" means a document issued by Everllence describing the specific Search Assignment with timeline and any special requirements.
- 1.12. "Suitable Candidate" means a match between the Candidate and the personality profile and /or job description and the job analysis of the actual position as agreed as a part of the recruitment process.
- 1.13. "Supplier" means the legal person that has entered into the Agreement with Everllence in order to supply certain Services.
- 1.14. "Terms and Conditions" means this document together with any sub-appendices and/or any amendments as agreed in writing between the Parties.

## 2. Everllence affiliates

- 2.1 Affiliated companies of Everllence are entitled to place purchase orders under the Agreement. Everllence shall not include any affiliate company, therefore no affiliate company shall be obliged under the Agreement unless and to the extent an affiliate company places a purchase order and the Agreement is referenced in such purchase order. Affiliated companies of Everllence can be found on this site:  
<https://corporate.man-es.com/company/where-to-find-us>
- 2.2 When a Everllence affiliated company submits a search request and a purchase order, such request or order shall automatically be subject to these Terms and Conditions if not otherwise agreed between the affiliated company and the Supplier. Only the signing Everllence affiliate shall be Party to the specific Search Assignment.

## 3. Services

- 3.1 The Supplier shall deliver the Services to Everllence in accordance with Appendix 2 'Scope of Work' to the Agreement.
- 3.2 Supplier's obligations with respect to the Services shall also include such incidental and ancillary obligations, services, functions and responsibilities which are not expressly stipulated but are reasonably required for or form a natural part of Supplier's obligations.

- 3.3 Supplier shall have an initiative obligation with respect to the performance of the Services and the ongoing co-operation between the Parties.
- 3.4 Other provisions than set out in these Terms and Conditions or in the Agreement, in particular Supplier's general terms and conditions, shall not apply, irrespective of whether or not such general terms and conditions have been expressly rejected by Everllence.
- 3.5 Everllence's HR department must continuously be informed about every ongoing search activity and the related Search Assignment.
- 3.6 For each Search Assignment a Statement of Work must be approved and signed by the Supplier and Everllence's HR department before the search is initiated.
- 3.7 Everllence shall be entitled – at any given time – to set a Search Assignment on standby and re-open it again under the conditions set out in the Agreement, and with no additional fee payable to the Supplier.
- 3.8 Any purchase order and its including Search Assignments shall incorporate these Terms & Conditions by reference and thereby the Terms & Conditions are to be considered as a part of the aforementioned.

## 4. Choice of search method and timeframe

- 4.1 Everllence shall determine the choice of search method and overall period for the Search Assignment in accordance with Appendix 2.1 'Statement of Work'. The said period for a specific recruitment process, must be included in the specific 'Statement of Work' document and the expected Milestones must be defined.
- 4.2 The Supplier shall always obtain written approval from Everllence before using print advertising. Everllence's templates for advertising and for recruiting shall be used at all times and Everllence retains all rights to the templates.

## 5. Delivery terms

- 5.1 The Supplier shall deliver the Services in accordance with the agreed delivery times. In the event that no specific delivery times has been agreed between the Parties, the Supplier shall deliver the Services without undue delay at Everllence's request.
- 5.2 If the Supplier does not meet the agreed period of a given Search Assignment, Everllence will have the right to claim material breach of the Agreement, and be entitled to terminate the Agreement with immediate effect. In such case, Everllence shall be released from any further payment obligations towards the Supplier cf. clause 12 'Termination for breach'.

## 6. Representations and warranties

- 6.1 The Supplier represents and warrants:
  - that the Services shall be performed in accordance with the Agreement and these Terms and Conditions, including without limitation the requirements as specified in Appendix 2 'Scope of Work' to the Agreement, the agreed delivery times and the service- and performance levels;
  - that any changes in Appendix 2 'Scope of Work' must be agreed between the Parties in writing;
  - that the Services are free from defects and fit for any purpose held out by Supplier or made known to Supplier by Everllence;
  - that Supplier will perform its obligations with all reasonable skills, care and diligence, including best practice for the given area of work;
  - that the Services will be performed by appropriately experienced, qualified and trained Recruiters;
- 6.2 The Supplier undertakes not to include the Everllence name and logo in any reference lists, promotion materials, presentations, web sites, or alike without written acceptance from Everllence's purchasing department.
- 6.3 The Supplier is obliged to inform Everllence, if the Supplier enters into an agreement with any third party, which may directly or indirectly influence the independency of the Supplier to solve current or future tasks for Everllence within certain branches or areas.

## 7. Prices – Fees and expenses

- 7.1 Everllence shall pay the Fees based on the rates agreed between the Parties.
- 7.2 Everllence shall not reimburse Supplier for any out-of-pocket expenses incurred by Supplier in the performance of the

Services, including, but not limited to, travelling, lodging expenses and/or meals.

- 7.3 Supplier shall always apply its resources cost-efficiently, having due regard to the skills and competences required to perform the relevant Services.

## 8. Terms of payment

- 8.1 All undisputed amounts shall fall due 60 days after the date of Everllence's receipt of Supplier's invoice.
- 8.2 Due to Everllence's automatic handling of incoming invoices, only one customer account per Everllence entity must be created by the Supplier.
- 8.3 The invoice issued by the Supplier shall refer to the Agreement and shall comply with and state the following according to the below listed requirements:
- Purchase order number provided by Everllence.
  - The Supplier's name, address, telephone number, website and e-mail address.
  - Invoice number and invoice date.
  - Delivery date(s).
  - Number and nature of the Services provided.
  - Amount payable per Service rendered and total per item.
  - Total amount ex. VAT, VAT rate and VAT payable.
  - Currency (ISO code).
  - Supplier's bank account number.
- 8.4 Everllence expressly reserves the right to reject any invoice for Services initiated by the Supplier, without the Supplier previously having received a purchase order from Everllence for such Services.
- 8.5 Invoices must include the full address as stated below and must be sent as PDF file to the below email address:  
Everllence,  
filial af Everllence SE, Tyskland Teglholtsgade 41  
2450 Copenhagen SV Denmark  
E-mail: [incoming-invoice-cph@everllence.com](mailto:incoming-invoice-cph@everllence.com)

## 9. Defects

- 9.1 The Agreement comprises the following recruitment satisfaction guarantee undertaken by the Supplier: If, within the first 12 months, Everllence terminates an employment contract with a Suitable Candidate provided by the Supplier, unless this is due to organisational changes making the position redundant, or if the Candidate resigns within the first 12 months from signing the employment contract, the Supplier shall, at no extra charges for Everllence, conduct a new full Search Assignment process for up to 12 months, starting no later than the Suitable Candidate's resignation date in Everllence.
- 9.2 The above guarantee of the Supplier shall equally apply if the selected Candidate does not accept the position offered by Everllence.
- 9.3 If no candidates are presented to representatives of Everllence within the defined timeframe or if the selected Candidate does not accept the agreed position, Everllence may immediately decide to terminate the hiring process with the Supplier without any additional costs to Everllence.
- 9.4 Other than as set out herein, the general Danish law on remedies for delay or non-delivery shall apply.

## 10. Confidentiality and personal data

- 10.1 All Confidential Information received by a Party shall be held in complete confidence by such Party and its directors, employees or advisers, and shall not without the prior written consent of the other Party be used for any purpose other than in connection with Suppliers performance of the Services agreed upon between the Parties.
- 10.2 A Party shall not disclose any Confidential Information received by it to any legal or natural person other than those of the

Party's employees and advisers who are allocated to the performance of the Services agreed upon between the Parties. Said Party shall further ensure that such persons hold Confidential Information confidential on the terms of and as if such persons were subject to these Terms and Conditions.

- 10.3 The confidentiality obligations shall not include information which (i) has already passed into the public domain otherwise than through breach of this confidentiality obligation; (ii) has been received from an independent third party otherwise than through breach of a confidentiality obligation; or (iii) the receiving Party can demonstrate has been independently developed by that Party prior to disclosure.
- 10.4 Upon Everllence's request, the Supplier shall ensure that the Recruiters sign the confidentiality document 'Confidentiality form for consultants'. Everllence shall receive the signed confidentiality document.
- 10.5 Upon Everllence's termination of the Agreement for any reason, or at Everllence's request, Supplier shall promptly and no later than 10 (ten) working days return to Everllence all tools and all Confidential Information and undertake that he will not thereafter use, or permit others to use, such Confidential Information for any purpose whatsoever.
- 10.6 Upon Everllence's cancellation of a purchase order or Search Assignment for any reason, or at Everllence's request, Supplier shall promptly, and no later than ten working days, return to Everllence all tools and all Confidential Information related to the cancelled purchase order or Search Assignment, and undertake that it will not thereafter use, or permit others to use, such Confidential Information for any purpose whatsoever.
- 10.7 The obligation of the Supplier to return Confidential Information applies irrespective of the method used by the Supplier to store such Confidential Information.
- 10.8 The termination of the Agreement (irrespective of the reason thereto) shall not in any way affect a Party's confidentiality obligation or restricted use of Confidential Information received from the other Party as set out in these Terms and Conditions and the confidentiality obligations set out in this clause 10 continue for ten years after any termination of the Agreement.
- 10.9 Subject to complying with applicable law, the Parties expressly consent that the other Party may process the following: (i) names, (ii) emails, (iii) work location, and (iv) phone numbers of the Supplier's or Everllence's employees, respectively, that will have to interact for the provision of Services and to ensure communication between the Parties

## **11. Termination for convenience**

- 11.1 The Agreement entered into, subject to these Terms and Conditions shall commence on the date specified in the Agreement and shall remain in force until the expiration day specified in the Agreement or until terminated in accordance with these Terms and Conditions.
- 11.2 Everllence may terminate the Agreement for convenience by giving Supplier 14 days' prior written notice. Supplier shall not be entitled to terminate the Agreement for convenience.
- 11.3 If, during a specific Search Assignment for one or several Candidates, market conditions change significantly in such a way that the position is redundant, so the recruitment of the Candidate(s) no longer is relevant to Everllence, Everllence is entitled to cancel the specific Search Assignment(s) with immediate effect by written notice to the Supplier and without any further payment to the Supplier. Such written notice must be delivered by email, with the delivery receipt kept on file.
- 11.4 If Everllence cancels a Search Assignment after a presentation and Everllence's acceptance of a Suitable Candidate, but prior to signing the employment contract with Everllence, Everllence shall pay the Supplier a maximum of 75% of the total fee for the Search Assignment.

## **12. Termination for breach**

- 12.1 In the event that the Supplier is in any breach of its representations and warranties as set out in clause 6 'Representations and warranties' or is in material breach of any of its obligations to be performed under the Agreement or the provisions hereof, and in either case fails to remedy this default within five working days after Everllence has provided the Supplier with a written notice, served by registered mail or by email with the delivery receipt kept on file, Everllence is entitled to terminate the Agreement with immediate effect, and the liability for performance of any obligation shall cease for both Parties as stipulated below.
- 12.2 If a petition for bankruptcy is filed against any of the Parties, or if a trustee is appointed, or if any type of in- court or out-of-court insolvency proceedings is initiated for any of the Parties, the Agreement may, at the other Party's discretion, be terminated with immediate effect by written notice sent by email, with the delivery receipt kept on file.
- 12.3 All accounts due and payable at the date of termination shall promptly be paid by the Party owing the same as if the Agreement were still in effect. Accounts not yet due shall be accelerated and promptly paid.
- 12.4 Services ordered but not delivered at the time of termination by Everllence shall, at the option of Everllence, be completed

and delivered according to these Terms and Conditions.

- 12.5 For avoidance of doubt, termination shall not affect any rights of either Party accrued before termination.
- 12.6 Supplier's assignment or transfer of any rights or obligations under the Agreement to a third party (e.g. by a sale or transfer of Supplier's company or a part thereof), without Everllence's prior approval, shall be regarded as a breach of the Agreement and entitle Everllence to immediately terminate the Agreement.
- 12.7 In case of any expiration or termination of the Agreement, in accordance with clause 11 'Termination for convenience' and/or this clause 12 'Termination for breach', the Supplier shall have no claims, rights or remedies against Everllence, whether for Fees, costs, , expenses, compensation, damages or otherwise and whether based on contract, tort (including without limitation negligence), strict liability or otherwise.
- 12.8 Notwithstanding any other rights according to the Agreement, Everllence is entitled to terminate a Search Assignment for material breach before a Suitable Candidate is introduced to Everllence; (i) if the Milestone deliverables are not met, e.g. due to Candidates not matching the position profile and/or job description, (ii) due to lack of agreed and regular communication from the Supplier, (iii) any breach of Everllence's Code of Conduct for Suppliers and Business Partners, or (iv) other inadequate process(es). If this is the case Everllence shall only pay the Supplier up to the amount related to Milestone 1 and no further payment shall be due.

## **13. Exclusivity to Candidates**

- 13.1 The Supplier will have exclusivity to the Search Assignments ordered by Everllence within the given specific Search Assignment period and is obligated to present qualified Candidates within said period and in compliance with the specific terms of the Search Assignments. The Supplier shall hold exclusivity only to the Candidate(s) met by Everllence in a personal presentation for a maximum of six months from the Presentation Date.
- 13.2 Any Candidates presented in person by the Supplier will be able to apply for any job in all other parts of Everllence with no further charges payable by Everllence to the Supplier.
- 13.3 Any Candidates identified internally in Everllence, or through Everllence's or a Everllence employee's network, that is considered for a position in an on-going Search Assignment by the Supplier, must be presented by Everllence to the Supplier for evaluation. If the Candidate is hired, the Supplier will receive full fee for the hiring process.

## **14. Sub-contractors**

- 14.1. The Agreement is personal to the Supplier and the Supplier shall only upon Everllence's prior written approval (which approval shall not be unreasonably withheld) be entitled to use sub-contractors in the performance of said Services. For the avoidance of doubt, any Recruiter not employed by Supplier shall be deemed a sub- contractor. Even though Everllence has approved that the Supplier may use a sub-contractor the Supplier shall be the sole contact and responsible Party vis-à-vis Everllence.

## **15. Force majeure**

- 15.1 Either Party may be excused from the timely performance of its obligations under the Agreement, where the performance is impeded or prevented by circumstances beyond its control, including but not limited to performance affected by an act of God, labour disputes, civil commotion, governmental or official actions or any other event which was unforeseeable or outside the reasonable control of such Party. The Party shall be temporarily relieved from its obligations during the period of time such events continue.
- 15.2 In the event that the supplier wishes to invoke the force majeure clause, this must be done by contacting Everllence's procurement department in writing with the delivery receipt kept on file.
- 15.3 Should the events continue over a period of three months, Everllence shall have the right, if no other understanding is reached, to terminate the Agreement or a purchase order in whole or in part.

## **16. Supplier's corporate responsibility**

- 16.1 Supplier shall observe and comply with the principles stipulated in Appendix 4 'Code of Conduct for Suppliers and Business Partners' to the Agreement.
- 16.2 If the Supplier engages third parties to fulfil its duties, it shall ensure that any third party complies with the Everllence Code of Conduct for Suppliers & Business Partners. Any such engagement of any third party is in all events subject to the express prior written approval of Everllence.

- 16.3 If the Supplier does not comply with the principles stipulated in the Everllence Code of Conduct for Suppliers & Business Partners, Everllence has the right to terminate the Agreement for good cause with immediate effect.
- 16.4 The Supplier shall comply with all laws and regulations and in particular with the provisions of the OECD Convention of December 17, 1997, the US Foreign Corrupt Practices Act and with all legislation combating bribery of foreign public officials applicable to its activities, and shall hold Everllence harmless from its failure to do so. The Supplier warrants and represents that the agreement entered by the Parties and its performance, including payment of any compensation, does not violate any law, regulation or policy of the Supplier's territory, nor the country of Everllence. The Supplier shall notify Everllence promptly of the enactment of any law or regulation, which would cause the receipt of the compensation to be a violation thereof. To the extent required by law or regulation, the Parties shall be relieved of their respective obligations to perform under the Agreement, including the payment of any compensation, if such performance would violate any law or regulation.
- 16.5 The Supplier acknowledges being acquainted with all applicable laws and conventions against bribery and corruption. The Supplier shall comply with such laws and conventions. Furthermore, the Supplier shall ensure that its directors, employees, agents or representatives comply with such laws and conventions.
- 16.6 Any breach of the obligation in this clause 16 shall be deemed to be grounds for termination of the Agreement. If Everllence terminates the Agreement due to a breach of the obligations under this Clause 16, the Supplier shall, in addition to the remedies available by law and the legal consequences set out in these Terms and Conditions, pay back to Everllence any fees paid by Everllence under the Agreement and cover any financial loss suffered by Everllence as a result of the breach of the obligations under this Clause 16.
- 16.7 If the Agreement subject to these Terms and Conditions or any transactions arising out of the Agreement are the subject of an official inquiry, preliminary investigation or any other form of compliance procedure the Supplier agrees to give all requested information, documents and records to either Everllence directly or a representative appointed by Everllence in connection with the inquiry, investigation or procedure. Except with regard to Everllence, the representative of Everllence shall be under obligations of confidentiality regarding all information, documents and records given to it by the Supplier. Everllence is authorised by the Supplier to, at Everllence's sole discretion, disclose any information given under this clause 16 to the investigative authorities carrying out the inquiry, investigation or procedure.

## 17. Data privacy

- 17.1 The Parties undertake to observe statutory provisions at all times, in particular those of applicable data protection law, when processing the shared personal data. The Parties agree that the applicable data protection law comprises in particular the European General Data Protection Regulation (GDPR) and each of its relevant national implementation laws.
- 17.2 If, upon conclusion of the Agreement or in connection with the provision of the contractual Services, the Supplier gains access to personal data for which Everllence is responsible, the Supplier shall ensure compliance with the applicable statutory data protection provisions, in particular, the following provisions shall apply, partly in addition to the statutory obligations:
  - 17.2.1 Personal data shall be processed solely for the purpose of fulfilling the contractual duties arising from the respective order ("purpose limitation").
  - 17.2.2 The Supplier shall ensure that its employees only have access to personal data insofar as this is necessary for the fulfilment of the contractual obligations arising from the respective order. All employees shall have been obligated in writing to comply with the applicable data protection regulations. This shall be proven to Everllence upon request.
  - 17.2.3 The Supplier shall undertake to take technical and organizational measures in accordance with the state of the art in order to ensure a level of protection for personal data appropriate to the risk and to permanently safeguard such data. At Everllence's request, the Supplier shall provide the proof of the implementation of the specified technical and organizational measures.
  - 17.2.4 The transfer of personal data to third countries shall only be permitted in compliance with the conditions defined in Art. 44 et seq. of the General Data Protection Regulation (GDPR).
  - 17.2.5 The Supplier shall delete the data without undue delay as soon as the data is no longer required for the performance of the Agreement and in accordance with the correspondent statutory retention periods.
- 17.3 In the event that personal data is processed by the Supplier on behalf of Everllence pursuant to Article 28 of the GDPR, the corresponding Data Processing Agreement shall be concluded between Everllence and the Supplier. In addition, the Supplier will perform information and other transparency obligations towards the data subjects, and where appropriate



obtain official approvals and – if required – consent from the data subjects. The personal data may also **not** be published, sold or made accessible to third parties without the express consent of Everllence, unless the Supplier is legally bound to do so. In the event of any data breaches, the Supplier will inform Everllence without undue delay and keep Everllence informed about further action taken, in particular any notifications to authorities or safeguarding of data subjects' rights.

## **18. Statutory provisions and standards**

- 17.4 The Supplier shall be liable for ensuring that the Services comply with all general regulations

## **19. Governing law and dispute resolution**

- 19.1 The Agreement and these Terms and Conditions shall be governed by Danish law to the exclusion of its conflict of laws rules.
- 19.2 Should any disagreement arise between the Parties in connection with the Agreement or these Terms and Conditions, the Parties shall seek to initiate negotiations for the purpose of solving the dispute with a positive, cooperative and responsible attitude. If necessary, efforts shall be made to escalate such negotiations to a high level within the Parties' organizations.
- 19.3 When the procedure described in clause 19.2 has been attempted, either of the Parties shall be entitled to demand that the disagreement be solved finally through arbitration.
- 19.4 With reference to clause 19.3 any dispute between the Parties arising out of or in connection with the Agreement or these Terms and Conditions shall be finally settled under the Rules of Danish Arbitration (Voldgiftsinstituttet) by three arbitrators appointed in accordance with the said Rules. The place of arbitration shall be Copenhagen, Denmark. The language of the arbitration shall be Danish. The award of the arbitral tribunal shall be final, and the arbitration shall decide the distribution of the costs of the arbitration between the Parties.

## **20. Miscellaneous**

- 20.1 The Agreement and these Terms and Conditions contain the entire agreement and understanding of the Parties and supersede all other statements, understandings or the like relating to such subject matter. Everllence rejects any differing or supplemental terms, which may be printed or otherwise found.
- 20.2 Everllence has no obligation to promote or to advertise the Services of the Supplier.

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