

'Digital On-Boarding Solution' - Special offer

Terms and conditions

- 1) All candidates processed through People Group Compliance ('PGC') will be charged according to the **Charge Chart** below **subject to a maximum fee of £25.00 per person.**
- 2) Subject to satisfying the conditions in clause 4 below any candidates that enrolls and subsequently gets paid through one of People Group's payroll products will receive 2 credits for use against any PGC compliance/onboarding check. **1 credit will be automatically redeemed and utilised against the working candidates' compliance checks.**
- 3) Credits earned can be banked for future redemption against those candidates who do not reach process Point E in the table below.
- 4) To be eligible for a 2 credit rebate any candidate processed through PGC will need to register and be paid through one of the People Group's payroll products for a minimum of 4 pay periods before 31st December 2020.
- 5) Where candidates are processed to any point before Point E (shown below) but do not get paid via one of the People Group's payroll products for the required period and within the specified time period in clause 4, no credits will be given and the relevant charge will be levied either as a monetary value or reduction in banked credits detailed in clause 3.
- 6) A reconciliation statement and invoice will be issued on a monthly basis. Invoices are payable within 14 days.
- 7) This special offer **expressly excludes** specific third-party costs that are paid for by PGC such as Identity verification services. DBS checks paid for by the applicant or your agency including any other specialist checks that incur additional costs.
- 8) Internal staffing costs for any training and launch requirements shall be covered by PGC.
- 9) A compliance overview pdf document for each candidate processed through the on-boarding system is available at the agency's convenience. The recruitment agency/business is responsible to make the final go/no-go decision for each applicant.
- 10) People Group Services reserve the right to withdraw the service if the special offer criteria are not met or we believe the offer isn't being utilised as intended.

In all instances People Group Services nor People Group Compliance do not make the final compliance decision for your candidates or hirers. We provide the platform used by agency staff members and applicants. The platform collates the necessary information and the agency assesses the completed digital file to make an informed go/no go decision.

Charge Chart

Process Point A	Candidate fails to respond to the initial email/link to commence the compliance process. Other than instigating the process, nothing further has been achieved.	Cost of £0.00 Or 0 Credits
Process Point B	Candidate initiates the gateway check of Identity Verification (having already opened the invitation, clicked-through to the secure site, created a password and agreed the consents) then leaves the process. Some form of digital validation has started.	Cost of £15.00 Or 1 Credit
Process Point C	Candidate has progressed beyond the gateway Identity Verification check and commenced any of the remaining digital checks	Cost of £25.00 Or 1 Credit
Process Point D	Candidate has completed all of the required on-boarding checks, a digital compliance file has been produced but they will not complete 4 payroll periods via PGS.	Cost of £25.00 Or 1 Credit
Process Point E	Candidate has completed all on-boarding checks, a digital file has been produced, working on assignment & has been paid on a PGS solution for a minimum of 4 periods.	Cost of 1 Credit & Earnings of 2 Credits

We, understand and accept these terms as written.

Signed: _____

Date: _____

Position: _____

Company: _____

People Group Services (Company No. 11570329 VAT No. 305131359) is one of the People Group of companies. Other group companies:

People PAYE Limited (Company No. 11098037, VAT No. 284102326)

People Engage Limited (Company No. 11570346, VAT No. 305134448)

People Compliance Limited (Company No. 11570398, VAT No. 305178616)

People Complete Limited (Company No. 11570386, VAT No. 305198118)