



CVPlacements

Broadening South Africa's Horizons
AGRICULTURAL PLACEMENTS



cvplacements.co.za



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RECRUITMENT SERVICES POLICY

This Policy provides insight into the recruitment services that **CVPlacements** (Recruiter) offer in as far as the sourcing, recruiting, reviewing, and presenting of potential **applicants/candidates** to the **employer**. *

Introduction

CVPlacements is an **established** recruitment agency that recruits and places South African applicants in the USA, Canadian, European, and African agricultural sector. We are based in Cape Town, South Africa, and pride ourselves on **dedicated and professional service**.

- We offer **16 years' hands-on experience** in recruitment and placement, as well as assistance with visa and flight arrangements.
- A **thorough screening of applicants** is part and parcel of the process that we follow.
- Even though we have been focussing on the highly skilled farming sector over the past years, the **growing interest in a wider spectrum** of employment opportunities abroad continues to motivate us to explore alternative options for applicants.
- CVPlacements **does not charge workers any fee** for work finding services, sourcing, recruitment, screening, or placement.
- We strive to **serve** our clients (both employers and applicants alike) and put their needs first: speaking out **against exploitation and mistreatment of workers** as well as unsuitable accommodation and working conditions, providing support with the adherence to health and safety matters, pay and tax matters etc.
- We have a **solid client base** and **strong support base on social media**.
- We are **experienced at sourcing and screening suitable applicants/candidates** for a duty-and-skills-fit approach. We pride ourselves in **excellent record keeping** of applicants' personal as well as training, experience and applicable documentary evidence pertaining to applications and placement.

Services provided by CVPlacements

- Agricultural recruitment
- Assisting with applications
- Screening of candidates
- Checking references
- Arranging of interviews
- Assisting with visa applications

*In some cases, the employer may be represented by a third-party company or individual.

- Assisting with travel arrangements and travel insurance
- After-care and support while employed overseas.
- Verbal and written communication to stress the importance of speaking out **against exploitation and mistreatment of workers. This includes:**
 - **Physical and mental mistreatment**
 - **Restriction of movement**
 - **Debt bondage**
 - **Retaining identity and travel documents**
 - **Withholding wages**
 - **Unsuitable accommodation and working conditions**
 - **Health and safety standards**

Service Guarantee

Depending on our agreement with a specific employer, we offer a one month guarantee in respect of our placed candidates. If one of our candidates leaves your company for any reason (other than because of layoff, reduction in workforce, or breach of employment agreement, conditions, change in location or job content) within one month of commencing their employment, we will repeat our search at no extra cost to you. This is not applicable in all circumstances and depends on the agreement with the employer.

Timing

Our initial search and identification of prospective candidates is usually completed within three to four weeks. Our screening/interview process, leading to the presentation of a candidate short list, is also usually completed within two to three weeks. As such, most searches are completed within six to seven weeks. Final selection, however, is dependent on both the employer's and the candidate's availability for interview and the employer's internal decision-making process.

Confidentiality

All searches carried out by CVPlacements are performed according to the highest standards of professionalism and confidentiality. Confidential information divulged to us, is in many cases vital to our ability to locate the best possible candidate; we respect this information and conversely request that you treat any candidate or general information provided by us with the same level of confidentiality.

Refer to **Annexure 1: Data Privacy Policy**

Terms and Conditions

- a) Any South African candidates, whether referred verbally or in writing or otherwise by employees, will be classified as a CVPlacements recruitment candidate.
- b) In accepting these terms, we request that you notify us immediately should you accept any South African candidate.
- c) Though we conduct thorough candidate background checks, it is the employer's ultimate responsibility to verify the candidate's suitability for a position. As such, CVPlacements cannot be held liable for any loss or damages which the employer may suffer because of the introduction of a candidate to your company unless it is caused by fault or negligence on the side of CVPlacements.

- d) Service guarantee: This agreement is negotiated with each individual employer or third party.
- e) These Terms and Conditions of Business shall be deemed to be effective upon execution by both parties and shall be valid until terminated pursuant to the provisions hereof.
- f) No variation can be made to these Terms and Conditions without the mutual written agreement of CVPlacements and the employer.
- g) These Terms and Conditions of Business constitute the entire agreement between the parties with respect to the subject matter and supersede any other Terms and all previous oral and written agreements, understandings, and communications of the Parties in respect of the subject matter.

Recruitment Fees

Applicants: There are **no charges regarding recruitment services for the applicant/candidates.**

Employers: Each employer is handled on a case-by-case basis and charged accordingly. Charges are incurred when the employer extends an offer of employment including salary and start date to a referred candidate and the candidate accepts the terms and reports to work. CVPlacements will invoice upon the departure of employees.

This Agreement constitutes the entire agreement between the employer and CVPlacements with respect to the subject matter hereof, and supersedes all prior agreements, oral or written, with respect to such subject matter.

This Agreement shall be governed by and construed and enforces in accordance with the laws of South Africa, excluding its principles of conflicts of law.

Employment Contract

All applicants recruited by CVPlacements and accepted for employment by the employer are to receive a standard Employment Contract, stipulating at least information on the following:

- Duration of the Season
- Job Description
- Work Hours
- Wages (stipulating basis on which workers are paid, e.g. weekly, bi-weekly or monthly)
- Deductions (if applicable)
- Details regarding Pay Slip Format
- Details regarding termination of employment
- Housing facilities
- Meal arrangements
- Transportation arrangements between housing and worksite, as well as transportation into town once a week for groceries etc.
- Workers' Compensation
- Travel Cost Reimbursement
- Visa Application Costs
- Information about Taxes, if applicable
- Medical coverage.

Cancellation Policy

In case of an agreement with a third party agency a cancellation policy is included in the **specific written agreement with that third party agency**.

Should any employer or third-party agency be **in breach of the licensing standards** of that specific country, all parties have the right to investigate on a case-by-case basis.

If proof of the employer or third-party agency not adhering to the licensing standards is available, CVPlacements has the right to cancel the agreement (with fair notice to all involved) as not complying to said standards would constitute sufficient reason to cancel the specific agreement with an employer or agency in breach of the licensing standards.

CVPlacements requires a minimum 48 hours notice of cancellation **from an employer**. Notification are to be received via email. We reserve the right to levy a R500 charge to cover any subsequent administrative expenses.

In the case of an **applicant that has already had expenses** in terms of visa and/or flight costs the employer will be held liable for the costs thereof.

No refunds shall be offered where a service is deemed to have begun and is, for all intents and purposes, underway. Any monies that have been paid to us which constitute payment in respect of the provision of **unused services**, shall be **refunded**.