

## REFERRAL SCHEME TERMS & CONDITIONS

1. Irving Scott Limited (the “Company”) operates a candidate and client referral scheme (together the “Referral Scheme”) subject to these terms and conditions.
2. The candidate referral scheme is open to you if you are:
  - a. aged 18 or over;
  - b. a resident in the United Kingdom; and
  - c. not:
    - i. an employee or temporary worker of the Company; or
    - ii. an immediate family member of an employee of the Company.
3. The client referral scheme is open to you if you are:
  - a. aged 18 or over; and
  - b. a resident in the United Kingdom.
4. In order to be entitled to the Reward (as defined below) for a candidate referral, the candidate you are referring to the Company must:
  - a. be applying for one of our current vacancy roles;
  - b. not have already independently applied for the relevant role prior to your referral;
  - c. not already be known or registered with the Company;
  - d. meet the suitability criteria for the role (to be determined by the Company); and
  - e. (via the Company) accept, start and remain in the role for a minimum period of three months.
5. In order to be entitled to the Reward (as described below) for a client referral, the client that you are referring must:
  - a. not already be a client of the Company; and
  - b. engage the services of the Company as a direct result of your referral.
6. On a successful referral made in accordance with these terms and conditions you will receive a £200 gift voucher for either Selfridges, Harrods, or Fortnum & Mason (the “Stores”) and a box of chocolates from Jeff De Bruges (together the “Reward”). For the avoidance of any doubt, the £200 gift voucher shall only be for one of the Stores and shall always be subject to availability. The Company reserves the right to substitute the gift voucher for another gift voucher of equal value in the event that it is not reasonably practicable to supply the gift voucher requested. There is no cash element in whole or in part.
7. In order to be eligible for the Reward, you must confirm the details of the relevant candidate or client that you are referring in writing to us with sufficient details to enable the Company to make contact with the relevant candidate or client being referred.
8. Prior to submitting the details of the relevant candidate or client pursuant to paragraph 7, the candidate or client being referred must have notified and have consented to their details being passed to the Company. This is your responsibility and is subject to the relevant data protection legislation and regulations in force at that time. You will indemnify the Company for any loss or claim arising out of your failure to procure such consent.

9. In relation to a candidate referral, you shall be entitled to claim the Reward immediately after the expiration of minimum period referred to in paragraph 4e. In relation to a client referral, you shall be entitled to claim the Reward immediately after the Company places a candidate with that client that you referred (subject always to paragraph 12).
10. Potential candidates or clients can only be referred to the Company once. In the event that a candidate or client is referred to the Company more than once, only the first person to refer that candidate or client to the Company (with the referred person's permission) will be eligible for the Reward.
11. A candidate successfully placed by the Company with a particular client shall not be eligible to participate in the Referral Scheme to the extent that he or she refers a potential candidate for a role with that particular client.
12. The entitlement to the Reward in relation to a client referral shall be limited to each and every placement we achieve with that client for a period of six months beginning on the date you refer that client to the Company.
13. The Company shall not be responsible for any gift voucher provider's terms and conditions. You shall be responsible for any form of taxation liability arising out of any Reward obtained by you through the Referral Scheme.
14. It shall be the responsibility of the person referring a client or candidate to contact the Company in order to claim the Reward. If you do not contact the Company (in writing) within 3 months of either (a) the Company placing a candidate that you referred; or (b) providing services to a client that you referred, then your eligibility to the Reward under this Referral Scheme shall lapse.
15. No replacements or alternatives will be provided if any element of the Reward is lost or stolen. No monetary alternative is available.
16. The Company reserves the right to amend, modify, withdraw or terminate all or party of these referral scheme terms & conditions at any time without notice.
17. To the fullest extent permitted by the laws of England & Wales, the Company shall not be liable for any losses or damages (of whatever nature) that may result from participation in the Referral Scheme.
18. These terms and conditions shall be governed by the laws of England and Wales and the parties submit to the exclusive jurisdiction of the English Courts.