

## **Group guidelines for the provision of candidates by personnel service providers**

Urdorf, January 2015

As part of our expansion, we are seeking candidates for our company on an ongoing basis. In order to find the best possible applicant, we are also happy to consider help from professional recruiters that we have not commissioned.

We place great importance on service- and customer-oriented people who have suitable, established qualifications for their position, who share our enthusiasm for the latest technology and who value the international flair of a group with global reach.

If you are in contact with a candidate who matches the criteria for one of our job offers, we would be very interested in getting to know this candidate under the conditions set out below.

- Send the application documents in electronic form to [nives.volpi@tessi-solutions.ch](mailto:nives.volpi@tessi-solutions.ch) and confirm that you accept our "Group guidelines for the provision of candidates by personnel service providers".
- You will then receive our feedback as to whether we are interested in your candidate.
- We will contact your candidate directly and invite them to a telephone interview or in-person interview. The recruitment process is carried out exclusively by Tessi document solutions (Switzerland) GmbH.
- Once we have completed the selection process, we will inform you whether your candidate has been offered/has accepted the position, or whether the vacancy is still open.
- If your candidate is hired, you will receive – provided that they pass their probationary period – a lump sum of up to CHF 10,000.00.
- Payment against invoice is made within 30 days.

Thank you for sending us suitable applications and we look forward to our successful collaboration.

Nives Volpi  
Human Resources