



Recruitment & Human Resources; Terms and Conditions

Effective Date: 16 December 2025

Company Name: Tricore Solutions LTD

Company Number: 16661928

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ICO Reference Number: ZB995252.

1. Introduction

These Terms and Conditions govern HR consultancy and recruitment services. By engaging Tricore Solutions Ltd, the Client agrees to these Terms.

2. Regulatory Status & Scope Boundary

Tricore Solutions Ltd provides HR consultancy and recruitment support only. We do not provide legal advice, legal representation, or guarantee employment outcomes. All hiring decisions remain the sole responsibility of the Client.

3. Services Provided

Services include HR consultancy (policies, employee relations, compliance), recruitment services (candidate sourcing, screening, and support), and onboarding guidance. All services are delivered in line with agreed scope.

4. Client Responsibilities

The Client is responsible for hiring decisions, candidate verification, right to work checks, references, and compliance with employment law. Failure to carry out due diligence does not transfer liability to Tricore.

5. Recruitment Fees Structure

Permanent Placement Fee: 11.75% of the candidate's gross annual starting salary, inclusive of basic salary and guaranteed remuneration. Fee becomes payable upon candidate acceptance of offer.



6. Payment Terms

Invoices are issued upon acceptance of employment offer and payable within 14 days. Late payments may incur interest at 5% per month.

7. Candidate Ownership

Fees are payable where a candidate introduced is engaged within 6 months, whether directly or indirectly.

8. Replacement Guarantee

0–4 weeks: free replacement. 4–8 weeks: credit at discretion. Subject to payment in full and non-redundancy termination.

9. Data Protection

All personal data processed in accordance with UK GDPR, Data Protection Act 2018, and Tricore Data Protection Policy. Data processed lawfully, fairly, and securely.

10. Confidentiality

All information must be treated as confidential and not disclosed without consent.

11. Limitation of Liability

Tricore accepts no liability for candidate performance, actions or omissions. Liability limited to fees paid in preceding 3 months. No liability for indirect or consequential loss.

12. HR Integration Clause

HR support is provided procedurally and does not transfer responsibility for compliance or employment decisions to Tricore.

13. Termination

Either party may terminate with 30 days written notice. Fees for work completed remain payable.



14. Governing Law

These Terms are governed by the law of England and Wales.