

GENERAL TERMS AND CONDITIONS OF BUSINESS AND PLACEMENT

Introduction

Talentscoutry TM GmbH is a German personnel training and placement company that places foreign healthcare professionals in the German labour market on a long-term basis. Talentscoutry commits itself within the framework of its own Code of Conduct to align all company practices with the observance of international standards in order to ensure the ethical, high-quality and sustainable recruitment of international employees. The standards include in particular:

- the WHO Global Code of Practice on the International Recruitment of Health Personnel and IRIS Standard of the International Organisation of Migration
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- the ILO General principles and operational guidelines for fair recruitment

This self-commitment also results in quality standards for employers, which must be strictly adhered to when deploying foreign workers.

1. Legal requirements for employers

The employer must observe German law in all decisions and contractual arrangements concerning the placed specialist. In particular, the labour, equal treatment and immigration law provisions must be complied with. The following are highlighted in particular:

- The equality of foreign skilled workers with German workers.
- Compliance with statutory working hours, taking into account shifts in daily working hours that are customary in the industry. Overtime is only required in exceptional cases, after prior consultation and with time or monetary compensation.
- Handing out schedules of assignments and vacations with reasonable advance notice.
- Respect for the privacy and rest of the employee. Disturbance of these may only occur in exceptional circumstances.

- A regular, timely and contractual payment of salary or wage entitlements. In order to ensure sufficient financial means, the first salary is to be paid to the employee upon entry, but no later than 4 weeks thereafter. Should this not be possible for the employer for organizational reasons, candidates are to be granted an interest-free bridging loan/advance until the first salary payment.
- The activity of the specialists outside the actual areas of responsibility only in exceptional situations justified by the company..
- No retention, custody or use of the employee's passport, identification papers, work permit or other documents without the employee's written permission and a required justification on the part of the employer. If it is unavoidable, the employee must be informed at all times of the place and purpose of the retention, custody or use.

2. Employment contract and working conditions

In addition to the general legal framework, certain requirements are placed on the employment contract between the employer and the skilled worker:

- Employment contracts are generally issued for an indefinite period of employment.
- Employment contracts are to be issued bilingually. The contract languages are German and the lingua franca of the foreign specialist's home country.
- Immediately after successful completion of the recognition process, employment as a nursing assistant is converted into employment as a nursing specialist in the recognition process. This is accompanied by an adjustment of the employment conditions.
- In the employment contract as well as in commitment or repayment clauses with the employee, no agreements may be concluded which lead to a disproportionate burden on the employee in the event of termination of the contract or which place the employee in a situation which restricts the free movement of workers. In no case may provisions on commitment and repayment obligations be included which conflict with the current state of the law and/or case law.
- The employer pays principle must always be observed and adhered to. Accordingly, the costs of the recruitment process are paid by the employer and not passed on to the foreign professional.

3. Sustainable integration management

The long-term operational as well as social integration of employees is always the desired goal of job placement. For this purpose, the employer guarantees the following conditions:

- **Integration concept:** Existence of a written company integration management concept in accordance with the DKF pilot standards, with a structured presentation of the staged familiarization process, feedback options and support.
- **Sponsorship or mentoring program:** Appointment and clear communication of a contact person who assumes a coordinating and moderating role within the company as integration manager/ mentor for the foreign skilled workers. The person in charge should be able to be consulted for trustworthy queries and to be called in in conflict situations. If possible, contact with the new employees should be established before their arrival.
- **Teambuilding:** Preparation of the working environment for the new employees through intercultural competence and awareness of the quality standards of recruitment. If necessary, the integration process should be accompanied and supported by teambuilding measures.
- **Relocation:** Assistance with contacts with the authorities to obtain the employee's residence permit or booking of a corresponding service package via a relocation agency or talent scouting.

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