

Principles of Cooperation Between our Clients and Ward Howell International

Our experience as a consulting firm in executive search has caused us to define some principles as a basis for an effective and successful cooperation in executive search projects.

1. Ward Howell International regularly informs the client about the search process. The client and Ward Howell International inform each other honestly and trustfully on all circumstances during the search project, which might be of influence to the success of the search.
2. Ward Howell International is bound to handle all information about the client confidentially. On the other hand, the client is equally bound to treat all information – especially on the candidates – presented by Ward Howell International and relating to this search project confidentially.
3. In order to enable a meaningful evaluation and selection from potential candidates, it is necessary to evaluate all candidates equally according to one procedure agreed upon by Ward Howell International. This also affects interested candidates considered and recommended by the client.
4. The responsible consultant of Ward Howell International always joins the presentation of candidates to the client. This enables us to support the process of building up confidence between client and candidate. Additionally, this enables us – if necessary – to redefine our evaluation criteria.
5. After a general agreement between client and candidate, and if it is our client's wish, we will substantiate our judgment and our evaluation of the candidate's qualification through careful reference checking. This reference check will be conducted in a personal conversation, at least by a detailed telephone conversation.
6. Our search assignment will be on an exclusive basis. We expect that our client will not advertise or use any other search method or search firm during the time we are working on the assignment. Experience has shown that this is not in the interest of the client company, as it leads to down-grading of the position in the eyes of potential candidates, causes confusion and might end in embarrassing situations.

7. Our base fee will be fixed in advance. The first installment will be charged at the beginning of each search project. If the search is being completed before we have billed all our installments, the remaining fee is due for payment immediately.
8. During a search project, unforeseen circumstances may oblige the client to cancel a search project prematurely. In such a case we would only charge the fee and the out- of-pocket- expenses until the receipt of the cancellation.
9. During a systematic search it may sometimes be necessary to change the position profile. Such a change means in most cases additional efforts for the consultant. In this case a new fee budget, which will correspond to the changed situation, will be fixed together with the client.
10. Should an assignment – in contrary to all expectations and adjustments of the position profile – not be completed successfully within 12 months, the client as well as Ward Howell International has the right to cancel the project.
11. If the client submits a contract offer to more than one of the candidates which have been brought to the client's attention during the search within a timeframe of two years, we will charge for each candidate employed or contracted additionally 30% of his annual total compensation (base compensation plus target bonus plus signing bonus). The same regulation applies if the client company should employ former subordinates or colleagues of the placed candidate within 12 months after starting date of the candidate.
12. Our invoices contain, apart from our fees, in addition the out-of-pocket expenses during and in relation with the search project. This concerns travel and hotel costs for both candidates and consultants as well as communication costs. All invoices are due for payment upon receipt. Should the client not keep to the payment conditions agreed upon, Ward Howell International has the right to stop all project related activities.