

Terms and Conditions: Referral Program

PrepLounge GmbH specializes in the recruitment of highly qualified candidates and operates the web portal *consultingheads*. Clients are companies that have a one-time or regular need for candidates to fill specific positions or projects and therefore rely on *consultingheads*' support.

consultingheads offers a referral program on multiple levels to thank candidates and companies for personal recommendations.

Section 1: Existing candidate refers new business partner

Existing candidates can refer new business partners to *consultingheads* and earn gift cards in return. The new client also benefits from a discount.

1. If an existing candidate refers a new client to *consultingheads*, the client receives a one-time 10% discount on the first invoice for the placement of a full-time employee. The referrer (existing candidate) receives a one-time Amazon gift card worth 250 Euros after the referred client receives the invoice from *consultingheads*.
2. Concerning freelance positions, the new client receives a one-time discount of 10% of the invoice, if at least 30 consultant days have been booked. These consultant days can be carried out by several consultants and the discount can be distributed over several invoices. This discount is valid for the first 30 days that are invoiced. In return, the referrer (existing candidate) receives a one-time Amazon gift card worth 250 euros after the invoice has been issued by *consultingheads*, provided that at least 30 consulting days have been invoiced.
3. A "new client" is a company that is not currently cooperating with *consultingheads* or has been cooperating with *consultingheads* in the past.
4. If more than one candidate has been placed for one position, the discount applies only to the first successful placement. The beginning of the employment relationship is decisive here. If the start date is the same day, the discount will be applied to the contract with the lower target gross annual salary.
5. If several new clients are referred successfully, the referrer will receive a maximum of 3 Amazon gift card worth 250 Euros. For each additional successfully referred client, *consultingheads* reserves the right to issue a gift card and it will be decided on a case-by-case basis.
6. When the new client contacts *consultingheads*, the referral by the existing candidate must be announced before concluding the contract with *consultingheads*.
7. Rewards or discounts are only applicable if a cooperation with *consultingheads* arises within 6 months after the first contact with the new client. The prerequisite for this is a signed cooperation agreement and the placement of at least one search order.

Section 2: Existing client refers new business partner

Existing clients can receive a discount on their payable fees for each successfully invited new client. The new client also benefits from a discount.

1. If an existing client refers a new client, the new client receives a one-off 10% discount on the first payment due for a full-time employment contract. The referrer (existing client) in return receives a one-off 10% discount on the invoice for the next employment contract for a permanent position.
2. Concerning freelance positions, the new client will receive a one-off discount of 10% of the invoice amount for the first 30 consultant days. The referrer (existing client) in return receives a one-time 10% discount on the next invoice. This applies either for the placement of a permanent employee or for the placement of a freelance consultant with a maximum of 30 consulting days charged.
3. A "new client" is a company that is not currently cooperating with *consultingheads* or has not been cooperating with *consultingheads* in the past.
4. If more than one candidate has been placed for a position, the discount applies only to the first successful placement. The beginning of the employment relationship is decisive here. If the start date is the same day, the discount will be applied to the contract with the lower target gross annual salary.
5. If more than one new client is recommended successfully, the referrer will receive a maximum of 3x 10 % discounts. Discounts are not added up for an invoice, but are applied in the amount of 10 % each to the maximum number of 3 invoices.
6. When the new business partner contacts *consultingheads*, the recommendation by the existing client must be announced at the beginning (before concluding the contract with *consultingheads*).
7. Discounts are only applicable if a cooperation with *consultingheads* is established within 3 months after the first contact with the new client. The prerequisite for this is a signed cooperation agreement and the placement of at least one search order.

Section 3: Existing consultingheads user refers new candidate

Existing candidates can earn a bonus of 500 Euros for every successfully invited new candidate who receives a job via *consultingheads*.

1. The referral bonus amounts to 500 Euros for every invited user who receives a new job via *consultingheads*. It does not matter whether a specific job or *consultingheads* in general were recommended. For each invited contact, only one referral bonus will be paid.
2. The registration of the new candidate must be completed through a personal link sent by the existing *consultingheads* user. You can check the "Refer a Friend" status on the personal Invite Friends page. If the recommendation has not been posted correctly, you can, in exceptional cases, make a subsequent assignment immediately after the unsuccessful assignment. This must be expressed to *consultingheads* by the referred user immediately after registration.

3. The referral bonus is only applicable if the person invited by the existing candidate was not already a member of *consultingheads* at the time of the invitation or previously registered.
4. As soon as *consultingheads* has received confirmation that an invited contact has been hired by a *consultingheads* partner, *consultingheads* will contact the existing candidate personally and clarify the payment terms. A payment will only be made after the contact has successfully passed the trial period (usually 6 months).
5. The legal recourse is excluded.