

## GENERAL INFORMATION

Talentarium d.o.o. (OIB: 66469289946) is a company registered for employment mediation at the Commercial Court in Zagreb, and it has a licence for performing business activity based on the decision of the Ministry of Labour and Pension System - CLASS: UP/I-102-02/14-03/14, REG. NUMBER: 524-04-02-01/2-14-6.

## CLIENT

The client as the mediation ordering party is the company with which Talentarium is concluding a Contract on employment mediation i.e. a Contract on providing headhunting and selection services. The role of Talentarium in the relationship client-candidate is impartial. The client is independently reaching the decision about the selection of the candidate with whom the client intends to conclude an employment contract or another type of cooperation and the client is independently reaching the final decision whether to conclude such a contract or not.

## CANDIDATE

The candidate as the jobseeker is every natural person who has shown an interest for participating in employment mediation procedures during employment search and with the goal of possible employment with the client. The headhunting procedure includes the use of various available data sources and means of searching: online databases, mailing lists, communities of interests, direct approach, employment ads and other. The headhunting procedure is based on predefined criteria. The role of Talentarium in the relationship candidate-client is impartial. Talentarium does not participate in concluding the employment contract or another type of business cooperation between the candidate and the client. Talentarium is informing the candidates about the procedure in certain key phases regardless of the final outcome of mediation.

## SERVICES

Employment mediation encompasses services of headhunting on the labour market as well as services of selecting candidates based on predefined requirements of the client. In addition to employment mediation services, in its business relationship with the client, Talentarium can conclude contracts for other types of services as well in accordance with the scope of activity for which the company is legally registered.

## REMUNERATIONS

Talentarium is charging the client for its services. Talentarium is not charging the candidate for its services nor can it receive a bonus for performed employment mediation from the candidate. All remunerations are quoted without VAT and all issued invoices must be paid within the deadline quoted on the invoice and in full.

## DATA

The candidate accepts that Talentarium, during mediation, can collect from him/her personal and other data as well as keep records about the same, process and submit the same to the client in accordance with the laws and with the goal of carrying out the procedure and complying with legal obligations. Upon the candidate's request, Talentarium shall delete from its records data relating to him/her. Talentarium can submit the documentation on mediation for review solely to the client, and to the candidate solely in the part relating to him/her. Talentarium's privacy policy related to personal data collection and processing can be found at [www.talentarium.hr/privacy.pdf](http://www.talentarium.hr/privacy.pdf).

## DISPUTES

In case of possible disputes, the same shall be attempted to be resolved amicably, within a reasonable period of time. In case that is not possible, competent for all disputes shall be the court with subject matter jurisdiction in Zagreb.

General Business Terms and Conditions are published on the website: [www.talentarium.hr](http://www.talentarium.hr)

Talentarium d.o.o. Zagreb, 2018.