

Code of Conduct for Recruitment Agencies (RAs)

- 1. Amarinth is seeking to develop quality relationships with high-calibre RAs, as part of the Company's strategic plans.
- 2. If an RA wishes to be considered as a potential partner, it should, in the first instance, contact David Woollard, Head of HR, via e-mail at david.woollard@amarinth.com. You should include a brief synopsis of your offering, together with your terms and conditions of business. Please also include details of any "special offers" that you feel we may be interested in.
- 3. Amarinth will base its decisions about which RAs to choose, and to keep as partners, on a range of factors. These will include:
 - a. Cost.
 - b. The quality of the service provided:
 - i. The provision of credible candidates for a particular role.
 - ii. Over time, the number of candidates appointed.
 - iii. The performance and tenure of appointees.
 - c. The RA's conduct, especially in relation to the points made elsewhere in this document.
- 4. Amarinth would greatly appreciate RAs not speculatively contacting the Company's personnel by telephone, or indeed, via e-mail. This is because there are dozens of RAs seeking to do business with Company and consequently, fielding a large number of enquiries is extremely time-consuming. This has been problematic for the Company to-date.
- 5. Henceforward, the Company will therefore operate a "three strikes and you're out" policy. We will do our best to inform all RAs with whom we have worked previously about this policy via e-mail. (We will also contact RAs who have expressed an interest in working with us, but who have not yet done so, in a similar way). These details will also be posted on the Company website. Once this notification has formally been made, RAs that contact the Company speculatively, not in the way described above, will be dealt with as follows:
 - a. First unsolicited contact the RA will be reminded of the Company's policy.
 - b. Second unsolicited contact the RA will be given a formal warning not to do this again.
 - c. Third unsolicited contact Amarinth will not consider placing any business with the RA for a period of one year.
- 6. When the Company is seeking to recruit to one or more roles, details of each role will be provided via the Company website. Chosen RAs will be asked to submit details of up to four candidates for each role. If you haven't been asked to submit candidate-details, please do not do this speculatively, as:
 - a. We won't consider them.
 - b. It will count against you, as described above in point 5.
- 7. The Company will provide feedback to the RA about the quality of candidates submitted, once they have been interviewed and otherwise assessed by the Company.
- 8. All recruitment campaigns that involve RAs will include a "wash-up" discussion at its conclusion, in order to review effectiveness, extract learning points and improve for the next occasion.

