


The omnia[®] Group (NZ) Ltd

CODE OF ETHICS

- We, the undersigned, hereinafter referred to as "Client", hereby agree to the following Code of Ethics.
- ◆ The Omnia Services will never be used alone in making a hire/no hire decision since the Omnia Services are designed to complement the interview, reference checks, and other sound hiring practices;
 - ◆ The Omnia Services will not be used as the sole or principal cause or excuse for not hiring, transferring, or promoting candidates for hire, termination or cessation of employment;
 - ◆ The Omnia Services will be treated as confidential material, and as such will not be further analysed, interpreted, discussed or revealed except with the Subject of the Omnia Services and/or with other Client employees on a "need to know" basis. Client accepts full responsibility for the confidentiality of The Omnia Services sent to it via fax, email or post.
 - ◆ Client is responsible for determining and reviewing its own job requirements, qualifications, selection procedures and job-relatedness, and employment procedures and decisions to ensure compliance with all requirements of law.
 - ◆ Client is responsible for adhering to the requirements pertaining to the NZ Privacy Act (1993).
- This Code of Ethics shall remain in effect with regard to all the Omnia Services furnished to Client. Client shall indemnify and hold OMNIA harmless from liability, damages and expense for any claim of matter deriving from non-compliance with the Code of Ethics.

FEES AND PAYMENT:

1. The client must complete the attached Credit Application and Client Profile.
2. I/we the client agree to pay for services with seven (7) days of an invoice being rendered either by cheque, bankdraft, direct credit or cash.

IDENTIFICATION:

CLIENT NUMBER: 13 –

PROCEDURE: Client hereby names the following as it's only Authorised User(s):

<u>Name</u>	<u>Title</u>
<u>Name</u>	<u>Title</u>

COMPANY DETAILS:

<u>Company Name</u>		<u>Phone</u>
<u>Street Address</u>		<u>Fax</u>
<u>Postal Address</u>	<u>Post Office</u>	<u>Mobile</u>
<u>City</u>	<u>Country</u>	<u>Email</u>
<u>How did you hear about the Omnia Profile:</u> Dr Steven A Saunders - Steven Saunders & Associates Limited		

Authorised User Sign Here:

_____ (title) _____

Date: _____ Date: _____

The Omnia Group (NZ) Ltd:

_____ (title)

The Omnia Group (NZ) Ltd
 Cnr Anglesea and Bryce Streets, P O Box 9064 HAMILTON
 Ph: (07) 834 6260, Fax: (07) 838 3488
 Email: info@omnia.co.nz

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CLIENT PROFILE

CLIENT NUMBER: 13 –

Company Name

1. Size of organisation/employees covered by this agreement? 1-5 6-10 7-15 16-25 26-50 >50

2. Number of Employees Hired in past 12 months?

3. Number of Employees terminated/resigned in past 12 months?

4. How many branches do you have?

5. Number of Years in Business?

6. Describe your product/service:

7. Our company is: public registered company, private registered company, sole trader/partnership, government/public body

8. Our clients are: other businesses, consumers, government departments, public bodies, non-profit organisations

9. Our product/service is: Intangible Tangible

10. Our biggest hiring challenge is:

11. Industry (Please tick the appropriate classification)

<input type="checkbox"/> Agricultural	<input type="checkbox"/> Distribution	<input type="checkbox"/> Manufacturing-heavy	<input type="checkbox"/> Recruiting/Staffing
<input type="checkbox"/> Accounting/Legal	<input type="checkbox"/> Electronics	<input type="checkbox"/> Manufacturing-light	<input type="checkbox"/> Sales - Other
<input type="checkbox"/> Automotive	<input type="checkbox"/> Health/Dental/Hospitals	<input type="checkbox"/> PR/Advertising	<input type="checkbox"/> Service - Other
<input type="checkbox"/> Banking/Finance	<input type="checkbox"/> Hospitality/Hotels	<input type="checkbox"/> Printing	<input type="checkbox"/> Theatre/Television
<input type="checkbox"/> Broadcasting/Media	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Promotional Products	<input type="checkbox"/>
<input type="checkbox"/> Construction	<input type="checkbox"/> Insurance Agency	<input type="checkbox"/> Property Management	<input type="checkbox"/>
<input type="checkbox"/> Consulting	<input type="checkbox"/> Insurance Company	<input type="checkbox"/> Retail	<input type="checkbox"/>

12. Our website is:

13. Our company email address is:

14. Do you have a parent company? Yes No

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