



Thank you for choosing Regency Recruitment and Resources Limited as your employment partner. We are committed to sourcing fair, equitable and safe work for all candidates, through non-discriminatory equal opportunity and ethical employment practices.

Before we begin to work together, it is important that you read, understand and accept the following Terms and Conditions. They have been compiled to protect you, our Clients and Regency, and in no way compromise your options for registering with other agencies or seeking work on your own.

Best wishes,  
*Lara Quentrall-Thomas*  
Chairman

---

**Please be advised that registration with Regency Recruitment and Resources Limited is NOT a guarantee of employment.**

**Abbreviations used in this document:**

- Regency: Regency Recruitment and Resources Limited
- Candidate: Job seeker or applicant
- Client: Company seeking candidates for employment

**A. PROCESSING FEE:** There is no fee for completing our registration process.

**B. OUR REGISTRATION / EVALUATION PROCESS ENTAILS:**

- 1) Registration Interview - Participating in interviews with Regency and / or our Clients is an essential part of the job placement process. Failure to attend an interview without advance notice to your Regency representative is unprofessional. If you fail to advise us in advance of your inability to attend, we may be unable to assist you in finding employment opportunities.
- 2) Skill and Behaviour Evaluation - All Candidates are required to complete a one (1) hour long online skill evaluation after the interview. If you are unable to complete this immediately after your interview, we can reschedule for a more convenient time, but may not consider you for available vacancies until this has been completed. It is important to note that your score will not be the *only* factor we consider when selecting employment opportunities for you.
- 3) References - Regency shall conduct a minimum of two (2) business or personal references on each candidate. We reserve the right to refuse / withdraw services from, and employment to, any candidate who misrepresents their background, status, qualifications, experience or abilities.

All elements of this process MUST be completed before we commence the search for suitable employment.

**C. IMPORTANT INFORMATION TO REMEMBER WHEN YOU ARE ON ASSIGNMENT/GOING FOR A CLIENT INTERVIEW:**

- a) Please notify Regency of changes in your contact data or work situation immediately.
- b) Confine personal calls, text and email messages to your own time. In emergencies please ask family members to contact you via your mobile phone and NOT on the Client's telephone
- c) To protect your privacy, please do not give Clients your personal contact information but ask them to contact you through Regency.
- d) Call your Regency consultant if you are unable to report to an assignment or interview, are unable to work or require time off for any reason.

- e) If there are any problems whilst on assignment, please talk to your Regency consultant immediately so we can meet with you and the client to discuss work related concerns.

#### **D. CONTRACT EMPLOYMENT**

**(i)** Your contract of employment is entirely dependent on our Client's operational requirements. Whilst we can provide guidance, Regency cannot control or influence Client staffing or hiring policies.

**(ii)** If you are selected for a contract assignment, regardless of length, you shall be engaged by Regency as our employee and contracted to work for our Client. Regency will issue you a contract of employment outlining the specific terms and conditions of employment for that contract / Client, which will include but not be limited to the period of employment, location of work, safety policies, salary and leave entitlements.

**(iii)** Regency reserves the right to alter any operational policies, conditions or guidelines in employment contracts, giving notice when possible.

**(iv)** Termination of contract employment, whether for retrenchment, layoffs or performance, shall follow accepted Trinidad and Tobago disciplinary procedures and rules of natural justice, as outlined in the Industrial Relations Act, and both Clients and candidates are expected to include Regency in all discussions and decisions.

**(v)** Regency reserves the right to withdraw candidates from any contract once performance, skills, attitude or ethics are proven unsatisfactory and not in the best interest of Regency or the Client. If you do anything that brings Regency, our staff or Clients into disrepute, legal action may be pursued, your contract shall immediately be terminated and your record shall be removed from our database.

#### **(vi) CONFIDENTIALITY**

You shall not at any time during your employment (except so far as is necessary and proper) or after the completion of a contract, disclose to any person or organization any information or use of any information as to the practice, business, dealings or affairs of Regency, the Client or any of their customers or as to any other matter which may come to your knowledge by reason of your employment. (This includes passwords and other information related to computer use in any form). A breach of this confidence may result in legal and / or disciplinary action against you.

**(vii)** It is your responsibility to advise Regency as soon as a Client offers or confirms contract or temporary employment directly to you. This is critical because if Regency has not provided you with a contract, which you must sign, we are under no obligation to pay you for work done during that period.

#### **E. PERMANENT EMPLOYMENT**

Once you are employed for a permanent job by a Client, they are your employer and so shall pay your salary and make statutory deductions. Please note that once you are placed in a permanent position by Regency, we shall not offer you new employment opportunities until one or more of the following conditions have been met:

- a) You resign from the job;
- b) The Client retrenches you or makes you redundant;
- c) The environment is unacceptable and it is reasonable for you to refuse to continue work (in this instance, an intervention with the Client is recommended.)

#### **F. LEGAL COMPLIANCE**

Regency adheres to all applicable industrial relations and employment legislation and accepted Industrial Relations guidelines and practices in Trinidad and Tobago.

## G. CODE OF ETHICS

1	Bribery	Regency prohibits all forms of bribery whether they take place directly or through third parties. Regency also prohibits its employees and candidates from soliciting, arranging or accepting bribes intended for the employee or candidate's benefit or that of the employee or candidate's family, friends, associates or acquaintances.
2	Political Contributions	Regency, its employees or candidates shall not make direct or indirect contributions to political parties, organizations or individuals engaged in politics, as a way of obtaining advantage in business transactions.
3	Charity	Regency shall ensure that charitable contributions and sponsorships are not used as a subterfuge for bribery, and shall disclose all charitable contributions and sponsorships.
4	Discrimination	Regency is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. It is Regency's policy to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin or any other characteristic protected by law. Regency prohibits any such discrimination or harassment.
5	Gifts	Regency shall prohibit the offer or receipt of gifts, hospitality or expenses whenever they could affect or be perceived to affect the outcome of business transactions, and are not reasonable and bona fide.
6	Procurement	Regency shall conduct its procurement practices in a fair and transparent manner. Regency shall avoid dealing with contractors and candidates known or reasonably suspected to be paying bribes, and shall undertake due diligence, as appropriate, in evaluating prospective contractors and clients to ensure that they have effective anti-bribery Programmes.
7	HR Practices	All human resources practices including recruitment, promotion, training, performance evaluation, compensation and recognition shall reflect Regency's commitment to ethical conduct. Diversity should be promoted and valued, and Regency subscribes to a philosophy of non-discrimination.
8	Compliance	Regency reserves the right to ask all candidates to comply with our code of ethics.

## H. DATA PRIVACY AND PROTECTION

In compliance with the Data Protection Act, I agree and authorize Regency to:

1. Use my personal information for the purpose of processing recruitment and employment services and to administer payroll services related to such.
2. Collect and retain my personal information, for the period up until a written request is received for the cancellation of this consent.
3. Retain and process my sensitive personal Information such as, but not limited to, criminal, medical and financial information in accordance with the purpose highlighted above, or as required by statutory regulations.
4. Share my personal information with Regency affiliates and necessary third parties for any legitimate business purpose. I am assured that security systems are employed to protect my information.

For the purpose of this agreement, 'personal and sensitive personal data' may include name, address, telephone numbers, email address, birth certificate, copy of photo ID, BIR number, NIS number, police certificate of good character, reference letters, and any other data that may be reasonably requested in relation to securing employment, remitting compensation and statutory deductions.



**REGENCY RECRUITMENT AND RESOURCES LIMITED**

Address: #48 New Street, Port of Spain, Trinidad, WI.  
Telephone: 868.625.6225  
Fax: 868.625.8655  
Email: info@regencytrinidad.com  
Website: www.regencytrinidad.com

**STAFF:**

Chairman: Lara Quentrall-Thomas  
Managing Director: Karlene Hassanali  
Client Services: Camie Gomez (Manager), Maurisa Cox, Kyle Davis and Abeke Forde  
Candidate Services: Kevin Mc Clean (Manager), Akili Cox and Yoshida Look Tow Mc Kay  
Systems Manager: Stuart Patrick  
Finance: Urmila Mahadeo (Manager) and Hazel-Ann John-Watson

*Please visit our website at [www.regencytrinidad.com](http://www.regencytrinidad.com) and join our Facebook, LinkedIn and Twitter pages for useful resume writing & interview skills tips, as well as current job listings.*

---

Please initial each page and sign below in agreement with, and acceptance of, Regency's Terms and Conditions of Registration:

---

**Name**

---

**Signature**

---

**Date**