

Guideline Recruiting Agency

Lonza is using an e-recruiting tool with the facility of a talent pool for external applicants.

On <http://careers.lonza.com> candidates can apply for open positions at Lonza and register their profile in the talent pool. In addition to that, selected recruiting agencies can get access to the database and enter profiles of candidates they represent (please, contact your local HR manager to get more information about a login account and dedicated rules e.g. success model, payment terms).

Lonza shall not pay agency fees when hiring a candidate under the following premises:

1. If a candidate has registered and/or updated his profile on <http://careers.lonza.com/group/en/company/c1/TP.html> within the last 6 months
2. If a candidate has applied for a specific position prior to the external recruiting agency entering his/her profile
3. If the assignment of an agency to a specific job is older than 90 days
4. If Lonza decides at its sole discretion not to hire a candidate suggested by the external recruiting agency(success business model)
5. If the recruiting agency does not agree to Lonza's terms of payment for a placement

By accessing Lonza's database and each time it enters a profile of a candidate, the recruiting agency warrants that it is in possession of all permits necessary to conduct its business, including but not limited to the permits necessary under Swiss Law with regard to the Federal Law on work placement (SR 823.11), and is in full compliance with all applicable law. Upon request by Lonza, the recruiting agency shall forward a copy of such permit to Lonza.

Our recruiters will check all login requests and inform the recruiting agency accordingly. Our recruiters may reject a login request and/or withdraw access to the database anytime and at their sole discretion.

These guidelines are an integral part of the agreement between Lonza and the recruiting agency.