



# Employment Services for Switzerland

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# Profile

## Who are we?

Accurity is a leading service provider in the Swiss employment industry to contractors, recruitment agencies and Swiss companies.

We are licensed to perform labour leasing of contract staff and to supply intermediary services for recruitment agencies providing permanent staff to Swiss companies.

We do not perform recruitment ourselves nor are we owned by, or owning, any recruitment agency.

Accurity was founded in 1998 and our office is located near Zürich International Airport. Visitors are always welcome.

## Who are our customers?

You may be ...

- a Swiss company recruiting permanent or contract staff
- a recruitment agency providing personnel to Swiss clients
- a contractor supplying his services to a Swiss company

In all cases the common thread is the need for employment provision which is safe, reliable and performed in accordance with Swiss employment law. Accurity provides compliant and cost effective solutions to suit these needs.

## What do we do?

### Contractor Management

- Supply agreements
- Employment contracts
- Work permits
- Swiss payroll
- Client invoicing
- Pastoral care
- Relocation assistance
- Regulatory compliance



### Agency Intermediary

- Contractual setup
- Document delivery
- Communications
- Invoicing
- Financial transactions
- Regulatory compliance



Proven track record

Fast efficient service

Knowledge of client requirements

Support, strength, stability

Every step of the way

### Trust is good – proof is better

Accurity complies fully with Swiss employment regulations. In addition our finances and business processes are subject to full external annual audits and certified accordingly. Our employment contracts are SECO approved and copies of our SECO licenses are available on request.

Accurity is registered as an Official Expert with the OSEC<sup>1</sup> «Pool of Experts». Our IT systems conform to ITIL standards.

The testimonials featured on our website are unsolicited authentic reports of the feedback we receive from our customers.

<sup>1</sup>OSEC is the competence centre for Swiss foreign trade promotion. [www.poolofexperts.ch](http://www.poolofexperts.ch)

### Steps to Success

The success of our customers and their satisfaction with our service are very important to us.

We combine a thorough understanding of customer requirements from all sides of the employment business with extensive knowledge of the legal issues surrounding employment. Our experienced team will help you realize your goals. We listen and adapt to meet your changing business needs.

As specialists in Swiss employment our expertise allows you to focus on your core business and profit accordingly. We value the trust of our clients and all information is treated as strictly confidential.

All our work is performed in Switzerland by our specialist staff in full compliance with Swiss law.

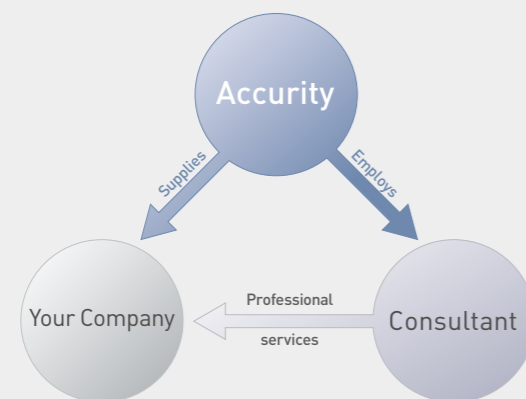




# Services for Swiss Companies

## Contractor Management

Our contractor management service ensures a safe legal and financial framework for the employment and provision of contract staff in Switzerland, based on a simple, well established concept: You find the specialists you need to work on your projects, we employ them on your behalf and supply their services to you.



You retain the freedom and flexibility to focus on achieving project goals within budget. The responsibilities and risks of an employer are outsourced to us, providing you with maximum efficiency without liability. We tailor our proven and established processes to suit your developing needs.

Our service is your surest, most comprehensive and cost effective option for maintaining a flexible contractor workforce. Not only is it available for personnel sourced directly by you, but also for those acquired through your preferred recruiters. Accurity has a track record of interfacing comfortably with recruitment agencies.

### You outsource

- employer liability and responsibility
- pastoral and financial support
- work permit administration
- salary and bonus administration

### You retain total control over

- project and cost management
- personnel selection and recruitment
- contract duration and rates
- team skill profile

We work to support your business needs and ensure the employment of specialist contract staff brings maximum benefit to your company.

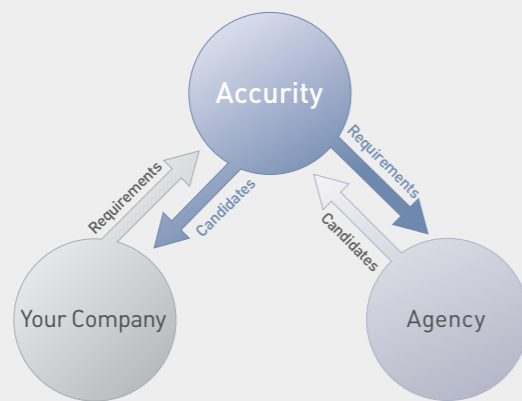
### Key Benefits

- ✓ Swiss licensed
- ✓ Compliant employment
- ✓ Tax efficient & Swiss compliant payroll
- ✓ Work permit registration
- ✓ Salary advances
- ✓ Help desk
- ✓ Initial accommodation
- ✓ Salary and bonus administration



## Permanent Placement Intermediary

Swiss law requires permanent staff sourced from an agency outside Switzerland to be supplied to Swiss clients through a SECO licensed intermediary. Accurity provides the required intermediary service for permanent placement between recruitment agents and Swiss clients.



Terms and conditions of placements are negotiated between you and the recruitment agency; these contract terms are signed by Accurity and we are then responsible for their implementation. We provide the channel for communication and financial transactions between all parties as required by Swiss law.

### Key Benefits

- ✓ Swiss licensed
- ✓ Legally compliant framework
- ✓ Consistent recruitment process
- ✓ Single portal to agencies
- ✓ Local responsible entity
- ✓ Multi-lingual communication
- ✓ Invoicing and credit control
- ✓ Transaction management



# Services for Recruitment Agencies

## Contractor Management

Congratulations – you have matched client and contractor for a contract placement in Switzerland.

Now you need a reliable and effective employment provider to lease your contractor to your Swiss client. You require a Swiss company with a labour leasing license who will support your business and reputation, offer complete confidentiality, respect your business relationships and enhance your client provision without competing for your business.

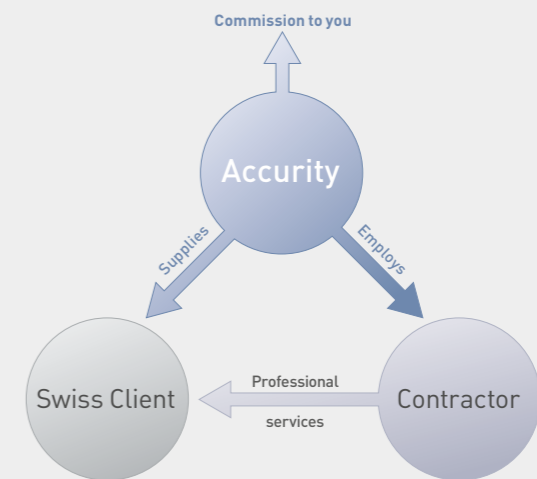
Whatever your needs we find the best solution for you.

Our contractor management service is ideal for recruitment agencies who need an efficient employment service provided locally and at competitive rates.

Accurity supports you every step of the way.

Accurity's service enables each party to focus entirely on their core function without distraction. By outsourcing your contractor support to us you grow your reputation and business opportunities in the Swiss market with minimal effort and risk.

Accurity understands the challenges faced by agencies securing contract placements; our fast response time protects your investment of time and money. The client and contractor relationship remains under your control and we undertake by contract not to compete with your business interests.





### Key benefits

To you ...
✓ Minimised overheads
✓ Service on demand
✓ No employer liability
✓ Local expertise and presence
✓ Factored contractor salaries
✓ Prompt remittance of commission
✓ Timesheet and invoice management
✓ Assured confidentiality



... and to your contractors
✓ Compliant payroll, permit and contracts
✓ Assistance with accommodation
✓ Optimal retention rates
✓ Transparent salary reports
✓ Pastoral support
✓ Information hotline
✓ Employee insurance
✓ Multilingual staff

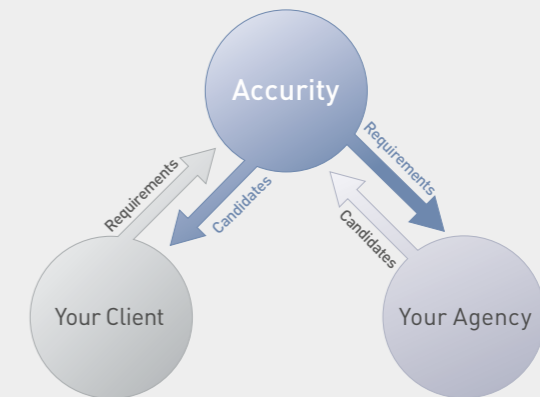


### Permanent Placement Intermediary

Under Swiss law the contractual arrangements, processes and invoicing to a Swiss client for personnel placement can only be executed via a licensed Swiss company. Accurity provides this service to agencies based outside Switzerland.

As your intermediary we manage the processes between you and your client with **fast reaction times, complete confidentiality and Swiss compliant** procedures by:

- Establishing contractual agreements with you and your client in accordance with your negotiated terms
- Acting as your local communication channel for information exchange between you and your client
- Issuing invoices, tracking payments, managing claims
- Remitting your commission promptly



### Key benefits

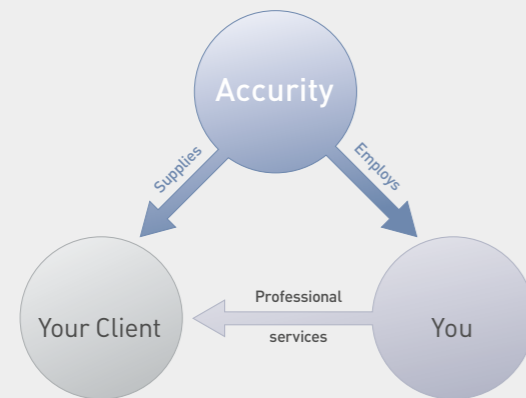
✓ Compliant framework for operations	✓ Process advice
✓ Vigilant communication channel	✓ Client invoicing
✓ Official signatory for agreed terms	✓ Payment tracking
✓ Contract management	✓ Prompt commission transactions



# Services for Contractors

## Employment and Payroll

You have sourced your own contract or you have been referred to us by your recruitment agency – in either situation you need an employer who will provide you with a reliable, transparent and tax efficient employment solution in Switzerland.



Accurity is fully licensed by the Swiss Department of Employment (SECO) to act as your Swiss employer and lease you to the Swiss client. We ensure your employment is compliant so you can enjoy the protection of Swiss employment law while benefiting from the advantages of contract work.

## Safe, Transparent, Comprehensive, Designed for You

We ensure you understand how your money is administered by us on your behalf and how you can achieve maximum benefit for your particular situation.

We provide full documentation to give you complete financial transparency with regard to your employment – this begins with your precontract financial estimate, continues with each monthly salary statement and is summarized in the annual salary declaration.

Our friendly multilingual staff will listen to you and will adapt your payroll administration as your personal circumstances change.

Accurity goes the extra mile to ensure you receive the best result possible from your contract.

We appreciate the trust contractors must place in their payroll provider. We provide you with the references you need to verify our assurances against independent sources.

### Key benefits

✓ Detailed financial preview	✓ Fully compliant contracts
✓ Best salary retention rates	✓ Permit registration
✓ Transparent salary documentation	✓ Registration for benefits
✓ Tax free expense allowance	✓ Registration for source tax
✓ Advance on salary	✓ Prompt payment of salary
✓ Choice of professional pension plan	✓ Temporary accommodation solutions
✓ Accident insurance	✓ Open source administration checklist
✓ Disability income protection	✓ Information helpdesk
✓ Registration for social benefits	✓ Audited accounts and processes
✓ Expenses claims	✓ Regular visits on-site
✓ Annual salary and pension statements	✓ Subsidised social events

## An invitation

To discover more about how Accurity can support you please contact us without obligation.

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