



## Procedures

MAIDSin is a company specialized in the recruitment and selection of domestic staff, assisting its Clients in the personalized, secure, and efficient search for experienced professionals. It has been operating in Portugal and the international market since 2009 and has a team specialized in human resources consultancy.

**MAIDSin provides a rigorous and professional service, offering guarantees of credibility and security in all recruitment processes it conducts. Therefore, it only accepts candidates with a letter of reference or those whose experience can be verified.**

- After outlining the profile and characteristics of the desired employee, MAIDSin conducts a selection of candidates who meet the client's requirements and sends a list of available candidates.
- Subsequently, interviews between Client/Candidates will be scheduled for a final selection, which may be done in person at one of our offices or online. At this stage, the process initiation fee of €30 (VAT included) for national processes and €60 (VAT included) for caretakers couples and international processes must be paid.
- Once the candidate is selected, MAIDSin provides, at no additional cost, all documents, working contract templates, and procedures necessary for formalizing the employment contract. If the Client wishes MAIDSin to handle the documentation completion, an administrative fee of €150+VAT will be charged.

*MAIDSin does not establish an employment contract with the candidates; it merely mediates the hiring process.*

## Fees

- Once the candidate is selected to start duties, the amount to be paid to MAIDSin will correspond to the agreed salary amount (+ VAT) between the Client/Candidate. This amount must be settled by the candidate's start date.
- For international hires, all costs related to travel, visas, and necessary documentation for placing candidates in other countries will be the Client's responsibility.
- MAIDSin does not offer refunds on fees.

| MAIDSin Fees - Maids during Holidays |      |
|--------------------------------------|------|
| 4 Weeks                              | €350 |
| 3 Weeks                              | €300 |
| 2 Weeks                              | €250 |
| 1 Week                               | €200 |

\* These amounts are the MAIDSin fee for hiring Holiday Maids or for temporary work in Portugal.

\*\* Hiring maids for holidays outside Portugal will be charged 50% of the agreed salary amount.

\*\*\* Valid for a 4 weeks maximum period.



### **Replacement Guarantee**

- The candidate selected by MAIDSin and hired by the client is provided with a 90-day guarantee period.
- During this period, if there is a termination by either party, the employee will be replaced up to a maximum of 3 times at no additional cost to the client. The guarantee period is counted from the start date of the first candidate placed.
- There will be no replacement of the Candidate if the reason for their departure is attributable to the Client:
  - Failure to pay the agreed remuneration;
  - Lack of adequate conditions regarding accommodation, food, and security;
  - Improper treatment of the Candidate by the Client or other members of their household;
  - Violation of the Candidate's legal and/or contractual guarantees.