Order Confirmation and General Terms and Conditions

1. Validity of these GTC

These General Terms and Conditions (GTC) apply to all clients who, through **PayrollPlus AG**, engage our salaried employees, who are subject to Art. 319 of the Swiss Code of Obligations (CO), for an external assignment.

2. Terms of employment

PayrollPlus AG has concluded a commission-based employment contract with the employees in accordance with Art. 319 CO, and all statutory social security contributions for the employees (AHV, KTG, UVG, BVG, etc.) are settled.

False self-employment is ruled out, as you receive the invoice from **PayrollPlus AG**.

PayrollPlus AG handles and organises:

- Transferring the salary to the employee
- Settling accounts with the AHV and the other social insurance institutions
- Settling accounts with the collective daily sickness benefits insurance and the accident insurance
- Settling accounts with the pension fund
- Settling withholding tax
- Reporting the employee in the event of illness or accident
- Preparing the payslip, the AHV salary declaration and the salary certificate
- In the case of interim earnings: completing the relevant form
- Preparing the employer's certificate for the RAV (regional employment centre)

3. Authority to issue instructions

The employee of **PayrollPlus AG** is not integrated into the client's organisation. The client has certain rights to issue instructions regarding the performance of the assignment, but not regarding the manner in which it is performed.

4. Exclusion of liability

PayrollPlus AG accepts no liability whatsoever for damage of any kind caused by the employees to the client or to third parties. If third parties assert claims in connection with the employees' activities, the client is obliged to indemnify and hold harmless **PayrollPlus AG** or its employees in full against all third-party claims.

Within the limits of Art. 321e para. 2 CO, the employee is personally liable to **PayrollPlus AG** and to the client for all damage caused intentionally or through gross negligence. The same applies to the consequences of failing to comply with this contract. **PayrollPlus AG** cannot be held liable for damage to the client or to third parties (excerpt from the commission-based employment contract).

5. Final provisions

The exclusive place of jurisdiction is Wollerau, SZ.