

Contract Signing and Decision Finalisation Policy

Definition: The Contract Signing and Decision Finalisation Policy is a set of rules and guidelines established by C9 Recruitment to regulate the authorisation process for signing contracts and making final decisions within the organisation.

Purpose: This policy aims to ensure proper oversight, accountability, and consistency in contract signing and decision-making processes. By limiting signing authority to the Chief Executive Officer (CEO), C9 Recruitment seeks to mitigate risks and safeguard the company's interests.

Scope: The policy applies to all employees, contractors, vendors, and stakeholders involved in contract negotiation and decision-making within C9 Recruitment.

Key Provisions:

1. Authority for Contract Signing:

- Only the CEO of C9 Recruitment is authorised to sign contracts on behalf of the company.
- Other employees or representatives are prohibited from signing contracts, except as expressly authorised by the CEO.

2. Decision Finalisation:

- Final decisions on company matters are the prerogative of the CEO.
- All decisions requiring final approval must be communicated by the CEO or their designee.

3. Delegation of Authority:

- The CEO may delegate limited signing authority for routine contracts, subject to documented policies and procedures.
- Delegations must be approved in writing by the CEO and clearly specified in an official document.

4. Contract Review and Approval:

- All contracts must undergo a comprehensive review by the legal department and relevant stakeholders before submission for CEO approval.
- Contracts exceeding specified thresholds or involving significant risks require heightened scrutiny and may necessitate additional approvals.

C9 Group Ltd T/A C9 Recruitment

Hope House, 1 High Street, Cheshunt, EN8 0BX

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5. **Compliance and Enforcement:**

- Adherence to this policy is mandatory for all involved parties.
- Violations may result in disciplinary action, including termination of employment or legal consequences.

Policy Review: Periodic reviews of this policy ensure its effectiveness and alignment with C9 Recruitment objectives. Any proposed revisions require CEO approval.

Acknowledgment: Employees acknowledge understanding and compliance with this policy by signing below.

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