

**IMPORTANT NOTE TO RECRUITMENT AGENCIES**  
**2018**

At Coffin Mew we recognise the value of recruitment agencies introducing talented legal and support professionals to our business. We operate a broad recruitment sourcing strategy, however, we focus on direct sourcing methodologies whenever possible.

When Coffin Mew engages with an agency, we operate a preferred supplier arrangement with agreed Terms of Business for all permanent, contract and temporary recruitment across our offices and functions.

Only our HR team has authority to instruct an agency to source candidates on our behalf, or to accept CVs from an agency.

**NON-PREFERRED SUPPLIERS**

Agencies that are not on our Preferred Suppliers List (PSL) must refrain from making direct contact with any of our Partners or Employees, and **no** CVs and/or candidate profiles should be submitted to Partners or staff across the firm.

Unsolicited CVs, candidate profiles and/or communications will reflect unfavourably on any potential opportunities for your agency. Unsolicited CVs and candidate profiles will be sent at your agency's own risk and Coffin Mew will not be liable for any fees for any unsolicited candidates. We reserve the right to engage directly with unsolicited candidates submitted to us by agencies not on our preferred supplier list, having not, in any way, entered into your company's Terms & Conditions of Business.

Agencies that wish to be considered for our PSL, should contact **Brandon Du'chesne, Recruitment Manager by email**, with a brief introduction of your business, the areas in which you specialise and the terms under which you operate. This will then be kept on file and taken into consideration should we look to review our PSL.

**PREFERRED SUPPLIERS**

We expect all our preferred supplier agencies to comply with our recruitment policy and process and to demonstrate the highest professional standards when dealing with candidates. We would ask that our preferred suppliers refrain from making direct contact with any of our Partners or Employees, so that we can manage the prospective talent flow efficiently and effectively.

Preferred suppliers must submit any and all solicited and speculative CVs and/or candidate profiles via our Applicant Tracking System (ATS), CascadeGo, a link for which you will find on the "Join our Team" section of our website. We are committed to ensuring a timely response to agencies working on our behalf and to the best possible candidate experience.

If there are any queries or concerns regarding the above or any other recruitment-related matter, please make contact with Brandon Du'chesne, Recruitment Manager.