

GENERAL HANDBOOK FOR BIXTER PARTNERS

1. Instructions on Partner and Bixter collaboration

Materials to present to employers within agriculture, hotels and restaurants, food technology. These are the materials you would either send electronically or give in person.

Animal Farms (SAMPLE)

Employment solutions for animal farms

**Bixter.**
work

Bixter service fee for employer

The fee per recruitment of an educated trainee on a 12-month contract is:

€ 1,000

We offer you the following:

- ✓ Candidates with complete education - with a bachelor's degree in animal sciences, animal husbandry, veterinary or other animal related study.
- ✓ Motivated and dedicated trainees with a keen interest in working and learning.
- ✓ It is generally considered high status for them to get experience on a developed farm as in Holland.
- ✓ The agricultural trainees are mostly young people from universities, all capable of speaking English.
- ✓ Candidates are from Vietnam, Philippines, Mexico, and many South American- & African countries, etc.
- ✓ Stable workforce in form of trainees due to their work permit being fixed to your workplace.

Candidates need to be provided accommodation as close to farm as possible, which they will pay for through their salary.

The amount covers:

- formalities such as paperwork, visa application contact with migration services, and other institutions involved.
- You will receive support from our customer service throughout the employment period, where Bixter will solve problematic issues and answer your questions and inquiries, and guide you through legal procedures.



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www.bixter.com

Why choose Bixter?



About Bixter

Bixter is a pioneer in Denmark, Norway, The Netherlands, Sweden, Germany, United Kingdom and Canada for our recruitment services in agriculture, food technology, hotels and restaurant sectors. Bixter provides employment solutions of English-speaking non-EU skilled workers and trainees.

We work with overseas trainees in placements such as:

- Animal Farm (dairy-, pigs, & poultry)
- Greenhouses, & Field Work
- Hotels & Restaurants
- Dairy and chocolate food production factories

QR-code for homepage:



Your recruitment challenges -
our professional solutions

Employment conditions

Bixter charges a fee for recruitment and paperwork, while your company, as an employer, is responsible for the allowances being paid to the trainees.

Allowances are paid according to local minimum wages, which begin with € 11,75/h. Candidates pay for their own accommodation ~400 € .

Trainees from other countries must have a residence permit from the Immigration Office before they come, which is something Bixter applies for and not something you have to think about at all.

We arrange all documents with communication with visa application centers, embassies, registration appointment management, plane tickets and arrival to the train station where you're available to pick up the trainee.

We are there to help throughout the period your trainees are with you, should questions or problems of any kind arise.



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How does the Partner collaborate with Bixter?

Bixter and Partner collaborate for the purpose of growing work placements through local employers within agricultural, hotels and restaurants and food technology sectors in **LOCAL COUNTRY**.

In the first 3 months (unless agreed otherwise) after signing the Partnership Agreement, the Partner is given the time to research and make initial deals with employers within agricultural, hotels and restaurants and food technology sectors, determining if the market is there and what is the potential. If the 1st month (unless agreed otherwise) is successful, and if the time and resources of the Partner allows, the Partner is welcome to consider becoming a Bixter Partner. Otherwise, the Partner has first three months to determine if the collaboration will be profitable, and if so, at the end of the 3rd month (unless agreed otherwise), the Partner is welcome to either:

- Continue collaborating as a Partner or
- Become a Bixter Partner

During the first 3 months (unless agreed otherwise), the Partner receives € 400 (unless agreed otherwise) per closed deal. After the first 3 months (unless agreed otherwise) are over, and the partner makes a choice of how to proceed with the collaboration, the Partner either:

- Continues receiving unless agreed otherwise € 400 or
- After becoming a Partner receives about 50% per closed deal

Information about processes and responsibilities of a Partner is available in the “Handbook for Bixter Partner (**LOCAL COUNTRY**)”.

How does a Partner find employers?

As an employer within agricultural, hotels and restaurants and food technology sector yourself, you most likely personally know other employers within your sector. You also might know employers from different sectors through associations, membership clubs, other social circles.

There are many ways how you can connect with employers within agricultural, hotels and restaurants and food technology sectors and find new employers:

- Make personal phone calls
- Organize in-person visits
- Attend events where employers would be attending such as agriculture, hotels & restaurants, or food technology related events
- In-person introductions through other employers at any time or any place
- References from employers you personally know

For example, let's say you make a phone call to an employer within agricultural, hotels and restaurants and food technology sectors you know from your prior experiences. You have their contact number, and you keep in touch with them occasionally. You can make a phone call and present this opportunity. Additionally, you can mention your experience and confirm that Bixter concept works, and you can recommend it to them. More about how to make a deal with an employer in the next question.

How does a Partner manage the deals?

As a Partner your only responsibility is to find employers within agricultural, hotels and restaurants and food technology sectors in need of affordable, qualified, stable, and motivated workforce. The way you can make a deal is to present Bixter concept verbally, and/or with materials, if in-person communication. You can also send them electronic materials provided by Bixter during the signing of the Partnership Agreement.

It is your responsibility to inform the employer within agricultural, hotels and restaurants or food technology sector of Bixter offer, and answer as many questions as you can, so that your conversation ends with a positive interest in making a deal with you and order the first few candidates.

If the employer within agricultural, hotels and restaurants or food technology sector shows interest, and you are 100% sure that they are ready to try Bixter candidates, you can do the following:

1. Send your Bixter coordinator an email with the following information:
 - Name of the Employer
 - Employer direct contact email
 - Number of employees he wants to take
 - what specific needs they have regarding height, weight, driving license and other background attributes etc.
2. Your assigned Bixter coordinator will take over the communication from there on
3. After the deal is closed, and students have safely arrived, you are welcome to call and follow up with the employer asking if everything is okey and if the employer is satisfied with the services. You will receive the notification from the assigned Bixter coordinator with regards a specific employee successful arrival.
4. After the 7th month Bixter will remind the Partner that the candidate's visa is 5 months from expiring.

Furthermore, the Partner is welcome to keep a database file with all the deals made, to keep track of information either in MS Word Excel file or Google Sheets (connected to their own Gmail), or however it would be most comfortable for the Partner to track the information. This can be agreed during Partnership Agreement negotiations.

How does Bixter help the Partner?

There are 3 steps the Partner is responsible for:

- Connecting with the employer from agriculture, food technology or hotels & restaurants sectors and selling the Bixter concept
- Send them sample CVs for their specific needs
- Informing the employer that he/she will be contacted by the Bixter Supervisor.

Bixter is responsible for the entire administrative process, which includes:

- Managing databases of employers and their respective candidates
- Be in direct contact with the employer about all needed papers
- Prepares and received signatures for Employer documentational package and Employee documentation package from both parties
- Processes payment of the invoice to the employer
- Applies for visa (and follows up with the application by staying in touch with **LOCAL MIGRATION SERVICE**)
- Coordinates the biometrics visit with the help of Bixter partners representing candidate's nationalities (at a respective **LOCAL COUNTRY** embassy)
- Creating arriving route plans for the candidates

Additionally, Bixter will assign a Supervisor for the Partner to contact with regards to any additional information, issues resolutions and whatever purpose that would help improve the collaboration and increase its efficiency.

How is the Bixter Partner paid?

The Bixter Partner is given the opportunity to either transition from a Partner to a Partner or remain as a Partner, described earlier. In both cases, Bixter pays the earlier mentioned commission per closed deal on either semi-monthly or monthly basis.

This means, for example, if the Partner chooses to remain a Partner after the initial 3-month period, and receive unless agreed otherwise € 400 per closed deal, let's say the Partner makes 20 deals throughout the month, 10 in first 2 weeks and 10 in the last two weeks. The Partner him-/herself can choose to either receive:

- € 4,000 (unless agreed otherwise) on the 15th date of the month, as payment from Bixter or
- € 8,000 (unless agreed otherwise) at the end of the month's last calendar workday.

The payment is coordinated via either bank transfers according to an invoice from the Partner to the Bixter Head Office or any other way as negotiated in the Partnership Agreement.

How is does the Partner communicate with Bixter?

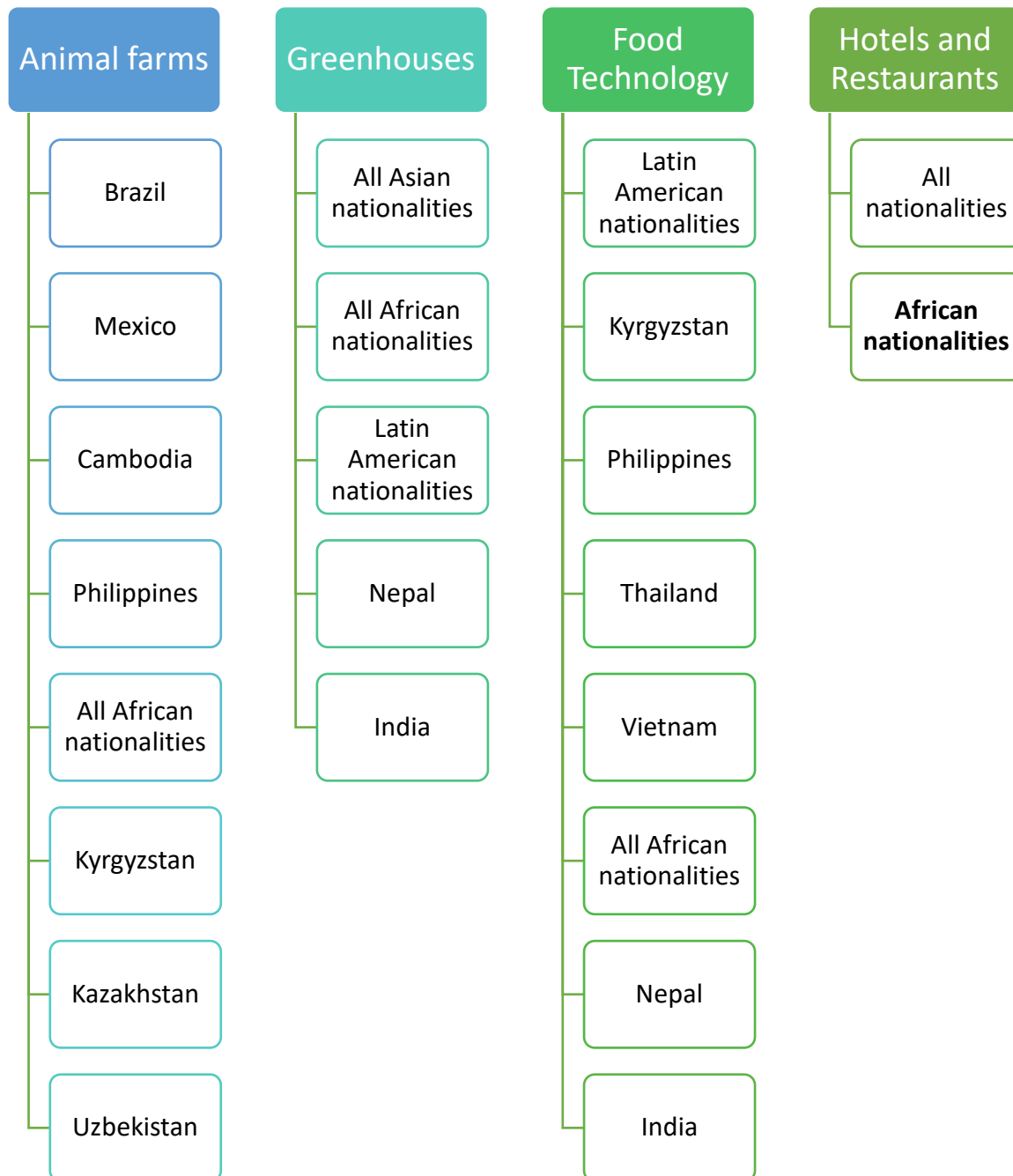
The way of communication is established during initial negotiations of the partnership. A Bixter coordinator will be assigned for each Partner individually, and all arising matters can be discussed with that coordinator. Partner is not limited in ways of communicating with the assigned Bixter coordinator.

The Partner can communicate with the Bixter coordinator via multiple platforms such as:

- Email (using MS Outlook)
- Direct phone calls (using designated mobile device)
- Text/voice messages (using Whatsapp or Viber)
- Virtual meetings (using MS Teams or Zoom)
- In person meetings
- Postal mail.

Communication between the Partner and the Bixter coordinator is available 24/7, almost all days of the year.

Which nationalities are best suited for each of the sectors – animal farms, greenhouses, food technology, hotels & restaurants?



Bixter nationalities are very versatile in skills and education. We would like to point out that in case of sector Hotels & Restaurants we recommend all nationalities, but we especially recommend **African country nationalities**, due to their strong educational background and **excellent English-language skills**.

2. Frequently asked questions

Can the employer refuse the confirmed employee(-s)?

The employer cannot refuse or exchange the employee after the Order Confirmation is signed during the sales process. The employer can refuse the initial offer of employee(-s) or request other employee CVs to exchange for the initial offer, and the Sales Manager can re-issue an Order Confirmation.

How much the employer is involved in the administrative part?

The employer is involved in the following processes:

1. Reviewing the sample CVs that can be considered for work placements
2. Providing all necessary information (this will be sent during partnership negotiations process) for employment agreement creation
3. Signing the Employer document package
4. Accompany employee to the local registration office
5. Either picking up or arranging a pickup of the employee from the nearest bus/train/other station
6. Providing a recommendation letter at the end of the employment agreement.

Can I start with Partnership model to see if Franchise is something for me?

Yes, you are welcome to start as an Partner and take 1-3 months, we can agree on the time, to research the local market situation, and whenever you think and feel that the demand is there you are welcome to try still as a Partner for a few months, and then when you are sure that the concept works, you are welcome to transition to a Partner.

What is the difference between Franchise and Partnership model?

The main differences between the two models are:

Within the partnership model, you have two tasks – promoting the Bixter concept through your own network and sending Bixter emails or other contact information of employers who are interested in trying Bixter services. You invoice Bixter Head Office from your current company.

Within franchise model, you run a separate business, invoicing Bixter main office for your services from a new company. You become Bixter brand ambassador. You are fully responsible for sales processes, and some logistical support. You can learn more about the full extent of your responsibilities by reading the answer to the question: How does Bixter help Partner?

What sales materials will I be given?

You will be given:

- Flyers/proposals/brochures of Bixter services/concept (in local language)
- Sample CVs of candidates according to nationalities recommended for specific sectors (agriculture, hotels and restaurants, food technology)
- Order Confirmation, Terms of Service.

Can I expand my network to other countries of Bixter's interest besides mine?

Yes, you are welcome to expand your network, however as a Partner, you are required to follow Suggestions protocol described in the Operations Manual, which you also will receive.

How does Bixter manage conflict of interests between different Bixter Partner within the same country?

We realize that there might be multiple Partners within the same sector. In that case we can offer a solution of dividing the Partners according to regions across the country. Additionally, Partners can

expand into other sectors, let's say a Partner is active in dairy, but you can also expand into food technology, which also can be indirectly connected to each other.

Can Bixter contact my clients directly if I am a Partner? Can Bixter contact my clients directly if I am a Partner?

Bixter is not allowed to contact your clients directly, if you are a Partner, unless it is for administrative or logistical purposes.

Bixter is allowed to contact your clients directly if you are a Partner, because it's Bixter who is going to manage all the processes after you have directed them to the assigned coordinator at the Head Office.

I am interested in the concept, but do not have time to do it myself. What is the solution?

Your strongest asset is your network. You can always hire a staff member to help you with tasks needed to complete promotion and communication responsibilities. Employers will trust your references and your input when presenting the concept. You are welcome to hire a staff member who will fulfil coordinating, supportive and administrative processes, in the meantime, you are welcome to continue promoting the concept throughout your network. At the same time, you can hire a staff member in your current company who can represent you in the research and promotional process.

How long time the employer awaits an employee's arrival?

2-5 months, depending on the LOCAL COUNTRY visa procedures regulations, and the arrival time of candidate(-s).