



## EMPLOYMENT LISTINGS TERMS AND CONDITIONS

### 1. General

These Terms and Conditions are by and between RegulatoryJobs.ca and the holder of this client account.

The holder of this client account is/are the authorized individual, individuals, and/or staffing agency, hereinafter the “Recruiter” who consent to sharing their job listing(s) and information for the purpose of promoting it/them on RegulatoryJobs.ca, a website that lists employment opportunities in the regulatory affairs and professional licensing and regulatory sector.

RegulatoryJobs.ca is owned and managed by MDR Public Affairs Ltd. of 1400-330 Bay Street, Toronto, Ontario, M5H 2S8. MDR Public Affairs authorizes all transactions by and between RegulatoryJobs.ca and the Recruiter and has final authority on all matters related to it on behalf of RegulatoryJobs.ca.

RegulatoryJobs.ca posts employment opportunities to retain staff, whether full-time or part-time, permanent, temporary, or other, of organizations involved in the regulatory affairs and professional licensing and regulatory sector. RegulatoryJobs.ca is also available to recruiters hiring on behalf of regulatory bodies and organizations that hiring regulatory affairs personnel.

Other organizations and companies serving the professional licensing and regulatory sector may also post their employment listings at the discretion and approval of RegulatoryJobs.ca.

The Recruiter understands that the role of RegulatoryJobs.ca is solely to advertise employment opportunities to increase the profile and market reach of jobs vacancies and cannot guarantee identifying or presenting successful candidate(s).

### 2. Advertising Period

The advertising period of a job posting is 30 (thirty) days. The Recruiter may request an early removal of the job listing by contacting [listings@regulatoryjobs.ca](mailto:listings@regulatoryjobs.ca). Removal might take up to 2 (two) business days from receipt of the written request. Refunds will not be provided for early removal of a job posting.

### 3. Listing Types

Listing types include the following:

#### **Standard Listing**

- Listed in respective region below organization's name
- Listed in RegulatoryJobs.ca page on LinkedIn
- Social media graphic and promotion on LinkedIn, Twitter, and Facebook.
- Optimized for increased off-site SEO
- Optimized for increased on-site SEO
- One-edition mention in Last Week's Listings newsletter
- Post-listing analytics report

#### **Regional Featured Listing**

- Listed in respective region below organization's name
- Listed in RegulatoryJobs.ca page on LinkedIn
- Social media graphic and promotion on LinkedIn, Twitter, and Facebook.
- Optimized for increased off-site SEO
- Optimized for increased on-site SEO
- One-edition mention in Last Week's Listings newsletter
- Prominent full-colour display with corporate logo

#### **National Featured Listing**

- Listed in respective region below organization's name
- Listed in RegulatoryJobs.ca page on LinkedIn
- Social media graphic and promotion on LinkedIn, Twitter, and Facebook.
- Optimized for increased off-site SEO
- Optimized for increased on-site SEO
- Full-colour ad with logo in Last Week's Listings newsletter for duration of competition listing period
- One-edition mention in Last Week's Listings newsletter
- Prominent full-colour display with corporate logo
- \$100 contribution to Google AdWords for increased visibility



#### 4. Geographic Regions

**RegulatoryJobs.ca** lists employment opportunities according to the following regions:

- Alberta
- British Columbia
- Manitoba
- New Brunswick
- Newfoundland and Labrador
- Northwest Territories, Nunavut, Yukon
- Nova Scotia; Ontario
- Prince Edward Island
- Quebec
- Saskatchewan

#### 5. Listing Format

Each employment listing publicly displays the following (items marked with “\*” are mandatory entries):

- \*Name
- \*Name of Organization
- \*Organization
- \*Apply to (email address or URL)

The Recruiter must provide a full listing of the employment opportunity in MSWord (preferred) or PDF format, or a hyperlink to the job posting on the organization’s website.

A brief description of the organization will be included with each job posting. The description will be copied from the organization’s website or the organization’s description shared in the account registrant’s regulatoryjobs.ca dashboard.

A sneak peek of the employment opportunity is included in each listing on the regional page, under the organization’s name. The full listing can be accessed by clicking “Details”.

An invitation to visit [regulatoryguide.ca](http://regulatoryguide.ca) for more information about the Canadian regulatory sector is included in each listing.

An invitation to indicate that the applicant found the employment opportunity on regulatoryjobs.ca is included in each listing.



## 6. Fees

The listing fees are as stated on the RegulatoryJobs.ca webpage.

Fees apply to each individual employment opportunity listing posted to RegulatoryJobs.ca

Postings may contain only one employment listing.

The fees outlined in these Terms and Conditions are exclusive of the Ontario HST rate, which is due at the time of payment and prior to listing.

Fees are non-refundable.

Fees are subject to change. Fee changes will not impact active listings or future listings for which payment has been received.

## 7. Hiring Students & Commitment to Diversity & Inclusion

Standard-level listings for jobs classified as **student employment, co-op/work term** and **internship** opportunities are free when posted with another employment opportunity that is paid in full.

Employment opportunities clearly designated for professionals who represent BIPOC (Black, Indigenous and People of Colour) communities, or for other candidates who traditionally face systemic barriers to equitable employment, may be listed as a National Featured opportunity for free.

## 8. Extending Listings

The recruiter may request an extension of the posting by contacting [listings@regulatoryjobs.ca](mailto:listings@regulatoryjobs.ca). Extending Listings Only, Standard Listings and Regional Featured listed jobs are 50% of the cost of the extended posting's original price for every 30-day extension.

Extending National Featured listed jobs are 75% of the cost of the extended posting's original price for every 30-day extension.

## 9. Bilingual Job Postings

Bilingual opportunities will be listed as one posting. The Recruiter shall specify in which language will appear first.



## **10. Privacy Policy**

To view our privacy policy, click [here](#).

## **11. Support**

For questions or support, please contact us at [info@mdrpublicaffairs.ca](mailto:info@mdrpublicaffairs.ca) or call 416-276-7605 or 1-800-874-3820 toll-free.

## **12. Agreement**

The Recruiter attests has the authority to bind this organization, and by sending a job description to RegulatoryJobs.ca, agrees to all terms and conditions.