**Schedule of Services – ADAPT**

This Schedule is effective from the commencement date. It gives details of your advised service requirements. Services provided under this Schedule will be fixed fee, as indicated below. If service requirements change, this Schedule will be replaced with a new version agreed with you.

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| **Client organisation name:** |       |
| **Client organisation address:**  |       |
| **Description of service:** |       |
| **Details of service to be provided:**  |       |
| **Individual(s) to be worked with and their role(s):** |       |
| **Location of services to be delivered:** |       |
| **Travel time:** |       |
| **Commencement date:** |       |
| **Expected completion:**  |       |
| **Fees:** | **£ XX + VAT** |
| **Inclusive or exclusive of expenses:** |       |
| **Name and role of lead person/sponsor in client organisation:** |       |
| **Lead person/sponsor email:**  |       |
| **Lead person/sponsor telephone number:**  |       |
| **Names/positions for any other client personnel authorised to instruct Roots HR and to make changes to the work, including contact email and telephone details:** |       |

Before any work can be undertaken on your behalf, you are requested to confirm acceptance of this Contract by signing and returning this Schedule. You should retain a copy for your own records.

**The following terms apply to all activities delivered as part of our ADAPT progression and outplacement Service, and should be read in conjunction with our standard Terms and Conditions.**

1. You will provide us with the name(s) and contact detail(s) of the employee(s) to whom we are to provide Services. You will include any information we will need for the purposes of engaging with them eg language requirements / reasonable adjustments / timescales for leaving the organisation / long term sickness or holiday dates etc.
2. We will make contact with the employee(s) within 5 working days of receipt of the signed Schedule and initiate the Services unless we agree a different timescale with you for any reason. We will submit our invoice on making contact with the employee(s) and no cancellation will be accepted from that point. Any unused services will be dealt with as per 8. below.
3. The ADAPT Service is delivered by phone and/or email or face to face at our offices or on-site as set out in the Schedule. Where the Services are to be delivered face to face at a site away from our offices and are delivered in periods of less than a full day in duration, we reserve the right to charge travel time as set out in the Schedule.
4. The service must be initiated and used within 3 months of leaving employment. In exceptional circumstances and with our agreement, this may be extended.
5. Where services are provided on a face to face basis, employees are asked not to be accompanied by friends, colleagues, family members etc as these distract from the purpose of the meeting. Where an employee wishes to be accompanied for a particular reason, for example because they require a carer to be present, this should be discussed with the Roots HR Consultant in advance of the session. We reserve the right to decline attendance by any third party and to stop or refuse to begin any session where either a third party is present or our Consultant is in any way uncomfortable.
6. Expenses, where agreed and incurred, will be billed at the end of the month in which they were used, payment due within seven days.
7. We reserve the right in every case to vary the nature of the Service provided within the budget allocated by you as the Client to meet the needs and wishes of the employee.
8. Where less than the full package of Services purchased is accessed by the employee, we may with your agreement and at our discretion transfer paid for and unused elements of a package as a credit to ADAPT services for another employee or to other Services or, as a last resort, to our Social Impact account where it will be used for our pro bono work, the nature of such work being determined annually by stakeholder feedback. We maintain a record of all such time moved to the Social Impact account and the use of time from that account.
9. Work delivered under the ADAPT Service is conducted in confidence with the employee. Information provided by an employee is treated as confidential to us, with no disclosure to a third party unless a matter is disclosed that we believe:
	1. Could lead to harm for the employee or another person
	2. Could constitute criminal activity.
10. Additional Services, if required, will be delivered only with your agreement and will be billed at the end of the month in which they were used, payment due within seven days.
11. We may agree to work with the employee privately beyond the service paid for by the Client and where this is the case, we will contract separately with the employee and invoice them directly.

***In signing this Schedule, you understand that you are entering into a legally binding Contract. You confirm that you are authorised to do so by your organisation and that you have read, understood and agree to our standard Terms and Conditions and the additional ones in this document.***

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| **Signed on behalf of Roots HR:**  |  |
| **Dated:** |  |
| **Signed on behalf of Client organisation:**  |  |
| **Print Name:**  |  |
| **Job Title:** |  |
| **Dated:** |  |