**Schedule of Services – GROW**

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 services to be provided:**  |       |
| **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 GROW learning and development Service, and should be read in conjunction with our standard Terms and Conditions.**

1. Training and facilitation fees include working with you to design and prepare for the event, plus delivery, all materials used and travel where agreed. Expenses incurred by us in relation to the venue, equipment hire, refreshment charges and travel will be agreed with you in advance and passed on to you at cost.
2. Webinar fees include our design, set up and delivery time and all materials used. Expenses incurred by us in relation to technology and phone will be agreed with you in advance and passed on to you at cost.
3. On occasions when work is delivered on site or face to face, travel, meeting room and other expenses will also be incurred. Those anticipated will be advised to you in advance. Expenses, where agreed and incurred, will be billed at the end of the month in which they were used, payment due within seven days.
4. The following terms apply to coaching, mentoring and Clarity 4D profile feedback:
5. Coaching, mentoring and Clarity 4D profile feedback are delivered by phone, Skype or face-to-face as agreed in advance, with reasonable email/telephone support between each session where more than one session is purchased, plus the provision of our tools, templates and other resources as required
6. When it is agreed between us to deliver these Services on-site or face-to-face, fees for travel time will be agreed with you in advance. Where a full day on site is booked, we will absorb the cost of the travel time.
7. Coaching, mentoring and Clarity 4D feedback is conducted in confidence with the employee unless there is express written agreement between the Client, the employee and the Roots HR Consultant in advance that some or all information relating to the service will be provided to the employer. Where no such advance agreement is made, information provided by an employee in these sessions 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.
8. 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.

***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:** |  |