



**Effective Date:** 5/20/2025

**Company Name:** CoLab Works Collective

**Website:** <https://CoLabWorks Collective.com>

## 1. Acceptance of Terms

By accessing or using our human resources consulting services, whether via our website or through direct engagement, you ("Client," "you") agree to be bound by these Terms and Conditions ("Terms"). If you do not agree with any part of these Terms, do not use our services.

## 2. Services

CoLab Works Collective ("we," "us," or "our") provides human resources consulting services, including but not limited to:

- Leadership Development (e.g., program development, workshops, 1:1 coaching)
- Professional Development (e.g., program development, workshops, 1:1 coaching)
- HR strategy and organizational development (e.g., org design, program development, workshops, 1:1 coaching)
- Training and workshops (e.g., management training, professional development, team-building, brainstorm facilitation)
- Performance management consulting
- Recruitment process support and onboarding (e.g., program development, facilitation training, 1:1 coaching)
- Employee relations and conflict resolution (e.g., 1:1 coaching, facilitation training, program development)

Each service engagement is defined in a written proposal, statement of work (SOW), or engagement letter.

## 3. Client Responsibilities

Clients agree to:

- Provide accurate and timely access to relevant personnel, documentation, and systems.
- Ensure internal HR practices comply with applicable local, state, and federal laws, unless otherwise advised through our engagement.
- Remain solely responsible for final HR-related decisions, including hiring, firing, and disciplinary actions.

## 4. Fees and Payments

- Fees will be outlined in your SOW or proposal.
- Invoices are payable within 5 days from the date of issue unless otherwise agreed in writing.
- Late payments may be subject to a 10% monthly interest charge.
- All fees exclude applicable taxes, which are the Client's responsibility unless a valid exemption is provided.

## 5. Confidentiality

Each party agrees to protect all confidential information shared during the engagement, including employee data, organizational policies, business practices, and any other non-public information. Confidential information will not be disclosed to third parties without prior written consent, except as required by law.

This obligation continues for two years following the end of the engagement.



### 6. Use of Deliverables

Unless otherwise agreed:

- All training materials, HR templates, tools, and reports provided by us are for internal use only.
- The Client may not distribute, reproduce, or sell deliverables outside their organization.
- Pre-existing intellectual property remains the property of its original owner.

### 7. Cookies and Tracking Technologies

Our HR consultants provide advice and support based on current best practices, industry standards, and available legal information. However, we are not a law firm and do not provide legal services or legal advice.

You are responsible for obtaining independent legal counsel before making any employment-related decisions or implementing policies.

We are not liable for any decisions or actions taken by your company as a result of our services.

### 8. Limitation of Liability

To the fullest extent permitted by law:

- We shall not be liable for indirect, incidental, special, or consequential damages, including but not limited to loss of profits, business interruption, or reputational harm.
- Our total liability for any claim under these Terms will not exceed the amount paid by the Client for the specific service giving rise to the claim.

### 9. Termination

Either party may terminate the engagement:

- While maintaining compliance with the cancellation policy, or
- Immediately for material breach not cured within 7 business days.

Upon termination, the Client shall pay for all services rendered and expenses incurred up to the termination date per the cancellation policy

### 10. Governing Law

These Terms shall be governed by and construed in accordance with the laws of the State of Ohio, without regard to its conflict of law provisions. Any disputes will be resolved in the courts of Columbus, Ohio.

### 11. Force Majeure

We shall not be held responsible for delays or failure to perform due to events outside our reasonable control, including but not limited to acts of nature, government actions, labor disputes, internet outages, or other force majeure events.

### 12. Amendments

We may update these Terms occasionally. Updates will be posted on our website and effective upon posting. Continued use of our services following changes implies acceptance of the revised Terms.

### 13. Contact Information

For questions or concerns regarding these Terms, please contact:

CoLab Works Collective: Columbus, Ohio

letscolab@colabworkscollective.com

(614) 403-9447

<https://colabworkscollective.com>