

Name of the authorized representative: _____ Contract no: _____

SERVICE CONTRACT

Happy employees

> Satisfied customers & Profitable company

Everyone wins!

Date: _____

Client Information

First name: _____
Last name: _____
Address: _____
City: _____ Postal: _____
Telephone no: _____ code: _____
Email: _____

Billing Information

First name: _____
Last name: _____
Address: _____
City: _____ Postal: _____
Telephone no: _____ code: _____
Email: _____

Services

Number of Employees

- ☐ 0
☐ 1-4
☐ 5-9
☐ 10-19
☐ 20-49
☐ 50-99
☐ 100-149
☐ 150-250

Duration

- ☐ 1 year
☐ 3 years (-5%)
☐ 5 years (-15%)
☐

À la carte

- ☐ Recruitment
☐ Job profile
☐ Employment contract
☐ Employee handbook
☐ Onboarding of new employees
☐ Management of disciplinary files
☐ Conflict resolution
☐ Development of HR policies
☐ Management of CNESST matters
☐ Management of employee benefits
☐ HR diagnostics
☐ Action plan
☐ Succession plan
☐ Development of performance indicators
☐ Individual consultation
☐ Change management
☐ Payroll services
☐ Criminal background checks
☐ Management of 1% of payroll for training purposes
☐ Total compensation
☐ Pay equity
☐ Organizational transformation
☐ Coaching for management and employees
☐ Mass termination
☐ Harassment investigation
☐ International recruitment

Services Included

- ☐ **Evolution Package**
- Recruitment
- Job profile
- Employment contract
- Employee handbook
- Onboarding of new employees
- Management of disciplinary files
- Conflict resolution
- Development of HR policies
- Management of CNESST matters
- Management of employee benefits
- HR diagnostics
- Action plan
- Succession plan
- Development of performance indicators
- Individual consultation

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Recruitment Service Clause

Purpose: This agreement sets forth the terms under which the service provider, herein referred to as "HR Support USA," agrees to provide the Client with personnel recruitment services.

Services: HR Support USA commits to:

- a. Assessing the Client's recruitment needs.
- b. Posting job advertisements on relevant platforms.
- c. Preselecting candidates based on the criteria set by the Client.
- d. Organizing interviews and conducting tests, if applicable.
- e. Providing the Client with a shortlist of qualified candidates.

Compensation: The Client agrees to compensate HR Support USA according to the terms outlined in the annex to this contract. This compensation includes any platform fees associated with job listing sites such as Indeed, LinkedIn, and any other platforms used. Billing will be executed every 2 weeks or upon the successful placement of a candidate, as agreed upon.

Confidentiality: Both parties commit to maintaining the confidentiality of all information exchanged under this agreement.

Duration and Termination: This agreement is entered into for a period of one year, with automatic renewal. Either party can terminate the contract by providing a thirty (30) day notice.

Governing Law and Jurisdiction: This agreement shall be governed by and construed in accordance with the laws of the state of Florida, United States. Any disputes arising out of or related to its interpretation or execution will be submitted to the competent courts of Florida.

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The Service Provider agrees not to disclose any confidential information obtained during the provision of services, except with the written authorization of the Client.

Service provider's signature

Client's signature

Name (printed)

Name (printed)

Date:

Date:

Signed at:

Signed at: