



## المركز الطبي الدولي International Medical Center

### SERVICE PROVIDER AGREEMENT AND NON-DISCLOSURE AGREEMENT

This Service Provider Agreement and Non-Disclosure Agreement (referred to as the "Agreement"), effective as of [ ], is hereby executed and entered into by and between IMC Academy, a company incorporated under the laws and regulations of the Kingdom of Saudi Arabia, with its registered office located in Riyadh City, and registered under Commercial Registry No. [4030385177], hereinafter referred to as the "Company," represented in the execution of this Agreement by [Alaa Saeed Nazzal], in his capacity as the "Executive Director of Academic Affairs and Research Center". IMC Academy operates an online platform for providing research services to clients hereinafter referred to as the "Research Hows," and the undersigned service provider [ ], herein referred to as "the Service Provider."

#### Section 1: Agreement Introduction

WHEREAS, IMC Academy operates an online platform for providing research services to clients;

WHEREAS, Provider has the qualifications and experience necessary to provide research services through the platform;

WHEREAS, the Provider will be working as a Research Assistant on the Research Hows platform and may have access to confidential information owned or controlled by the Company;

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the parties agree as follows:

#### Section 2: Service Provider Agreement

##### Subsection 2.1: Qualifications and Experience

- I confirm that I will disclosed my qualifications and experience.
- I understand that I am only allowed to offer services that align with my qualifications and experience.
- I acknowledge that I can only offer services in areas selected in my research assistant profile.



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### Subsection 2.2: Profile Responsibilities

- I confirm that I will provide the correct IBAN number.
- I commit not to disclose customer information and data.
- I agree to comply with the details of providing services on the platform.

### Subsection 2.3: Project Management

- I will review the work before starting the service.
- I understand that I cannot reject an assigned project after accepting it.
- I will ensure that the file complies with the platform's quality standards before delivering the work to the client.
- I acknowledge that non-compliance with quality standards, Research Hows or IMC policies may lead to contract termination.

### Subsection 2.4: Compensation

- I understand I will receive a monthly fixed salary of 300 US dollars.

### Subsection 2.5: Payment

- I understand that financial compensation will be processed in Saudi Riyal at the beginning of each calendar month after completing 30 days of work.

### Subsection 2.6: Quality Assurance and Penalties

- I understand that the quality team may review my work.
- I acknowledge that professional errors or violations may lead to exclusion from the platform and contract termination.

### Subsection 2.7: Communication and Client Files

- I agree not to communicate with clients outside the platform.
- I will not add any information unrelated to the service in the client's files.
- I will use the platform's templates when delivering work.





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### Subsection 2.8: Part-Time Employment

- I acknowledge and understand that this Agreement constitutes a part-time job with 30 hours per week.
- I understand that my role involves providing research services to clients on the platform and to the research center of IMC.
- I agree to provide my services before the end of the deadline and the order will not be counted if finished after the deadline of each order.
- I acknowledge that the specific hours of work and availability may vary depending on project requirements and client needs.
- I acknowledge that I am ready for work starting from the day registration completion.

### Subsection 2.8: Responsibilities

- Handle and fulfill research requests from clients on the Research Hows platform with high quality.
- Complete research-related tasks requested by research center.
- Assist with ongoing research projects and prepare related reports and documentation.
- Follow supervisor guidelines and maintain high standards of accuracy and reliability in all tasks.
- Provide assistance in any task related to Research Hows platform or Research Center projects.

## Section 3: Non-Disclosure Agreement (NDA)

### Subsection 3.1: Definition of Confidential Information

- I understand that "Confidential Information" includes non-public information, data, or materials disclosed by the Company.
- I agree to hold all Confidential Information in strict confidence.

### Subsection 3.2: Obligations of the Receiving Party

- I commit to using Confidential Information solely for the purpose of performing duties as a Research Assistant on the platform.
- I will take necessary measures to protect the confidentiality of the Confidential Information.
- I will restrict access to Confidential Information to authorized individuals.



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**Subsection 3.3: Exclusions from Confidential Information**

- I acknowledge that obligations of confidentiality do not apply to information that:
  - is or becomes publicly available through no fault of mine,
  - is already in my possession without an obligation of confidentiality,
  - is independently developed by me without reference to or use of the Confidential Information,
  - is rightfully received from a third party without an obligation of confidentiality.

**Subsection 3.4: Term and Termination**

- I understand that this Agreement remains in effect until [ ].
- I acknowledge that either party may terminate this Contract by providing written notice to the other party, subject to the completion of all outstanding tasks and obligations as outlined in the Contract
- I agree to return or destroy all Confidential Information upon termination of this Agreement.

IN WITNESS WHEREOF, the parties have agreed to this Agreement.

Executive Directory of Academic Affairs and  
Research Center Name:  
[Dr. Alaa Nazzal]

Service Provider Name:  
[Hanan Elsayed Abd Elrazek Ahmed]  
[ ]

Signature

[ ]

Signature

[ Dr/Hanan Elsayed ]

Date:

[ ]

Date:

[ 4/14/2025 ]