

CREATING THE LINK

Profa

SYMBOL: TYPE: WEBSITE NATURE: BUSINESS

**GUIDELINES AND PRINCIPLES REGULATING OUR OPERATIONS**

1. We are an NGO (Non Governmental Organizations) and our services though subsidized are not that of a charitable type.
2. Payment to workers, that is 80% of payment for service, is paid directly to worker’s account and will not be given to him physically. However, in special cases especially when the payable amount is above N500, 000 or equivalence in any currency, the money will be paid to the worker in the presence of authorized security personnel and video coverage by PROFA.
3. We are not in control of what the worker does outside his agreed work and service. Each worker is responsible for his skills and use of enterprise. He can handle jobs not gotten through us but it is at the risk of both worker and client.
4. We recommend only workers of verified status. No worker will be accepted without verification even upon the payment of registration. This measure is to protect the interest of our workers and clients. Protection of Information of profile and details is the responsibility of both workers and clients.
5. We do not allow money to be paid directly to the worker by the client. It is our responsibility to serve as the third party personnel in every transaction that involves worker. This is to protect the payments of clients and to insure that worker deliver efficient services. Also it enables us to avoid maltreatment and delay payment to workers.
6. We are not bound by geographical locations. This is basically an online service that transits to personnel. In subsequent times, geographical establishments will be made known to both client and workers.
7. We are not liable for any loss incurred by client or worker outside the agreed working terms. This is why we seriously advise both workers and clients to use PROFA for their transactions. This will ensure safety, protection. We also have it that services can be rendered at specific locations.
8. No service can be rendered to client until he has paid fully for the service he required. Our workers are very important to us and we are ready to protect them as far as their services through PROFA are concerned.
9. We only refund money when the issue has been properly sorted and agreed upon by PROFA in accordance to our principles. Therefore every step or decision made by both client and worker should be carefully thought and carried out.
10. Money paid to us is to secure the service to be render to client by worker. Anything beyond the above stated is not incurred or responsive to us.
11. Any relationships developed beyond the working terms is at clients and workers risk. We are not liable for any losses incurred after 48 hours of service rendered by worker. However multiple complaints concerning a particular worker will attract a percentage deduction of payment as resolved by PROFA or temporary/permanent suspension of worker
12. Every agents or partner of PROFA is highly dignified and identifiable. They do not collect money directly especially fiscal money. However, on recommendation by client, they can do so only when authorized in agreement by PROFA and client, with videos coverage by PROFA.
13. We do not advertise for officials. Our officials are selected by PROFA basically within our own jurisdiction, by various methods and on different varying terms. This is because we intend to close up the linkages in the jobs similar to this.
14. Each worker’s profile is renewable every month by same initial paid amount whether the worker is under a termed service or not. Without renewal, worker will not be recommended in that month. Even if the worker is already on job or termed service, he will not be paid within 48 hours. If account of worker is not renewed within 48 hours , he will paid 50% of service instead of 80% ; the other 30% is not refundable in that particular month or scenario.
15. Every worker and client is liable for the use of internet services. He is responsible to ensure that he has internet connection to his email and account. For optimum utilization, workers and clients are advised to use internet enabled/smart electronic devices to access all that they need to /suppose to access.