

RYLN COACHING & XX FIRM XX COACHING AGREEMENT FOR SERVICES

This Services Agreement is entered into by and between Robert Yeo, ROBERT YEO LIMITED (T/A RYLN COACHING) (Coach) and xxx (Client) whereby the Coach agrees to provide Coaching Services for the Client. These services are outlined in Appendix A [Statement of Work].

Description of Coaching: Coaching is a partnership (defined as an alliance, not a legal business partnership) between the Coach and the Client in a thought-provoking and creative process that inspires the client to maximise personal and professional potential. It is designed to facilitate the creation/development of personal, professional or business goals and to develop and carry out a strategy/plan for achieving those goals.

1) Coach-Client Relationship:

A. The Coach agrees to maintain the ethics and standards of behaviour established by the Association for Coaching (AC) - [Global Code of Ethics](#). It is recommended that the Client reviews the AC Code of Ethics and the applicable standards of behaviour.

B. The Client is responsible for creating and implementing his/her own physical, mental, and emotional well-being, decisions, choices, actions, and results. As such, the Client agrees that the Coach is not and will not be liable for any actions or inaction, or for any direct or indirect result of any services provided by the Coach. The Client understands coaching is not therapy and does not substitute for therapy if needed, and does not prevent, cure, or treat any mental disorder or medical disease.

C. The Client understands that coaching is not to be used as a substitute for professional legal advice.

D. The Client understands that in order to enhance the coaching relationship, the Client agrees to communicate honestly, be open to feedback and assistance, and to create the time and energy to participate fully in the programme.

2) Services:

The Coach shall provide for the Client the services (“Services”) specified in one or more Statements of Work signed by both Parties, each of which will be attached and form part of this Agreement.

Additionally, the Coach will be available to Client by phone or video between scheduled meetings for ad-hoc conversations and feedback. These will not total more than xxx hours per month. Coach may also be available for additional time, per Client’s request, on a prorated basis rate of GBPxxx per hour (for example, reviewing documents, reading or writing reports, engaging in other Client related services outside of coaching hours).

3) Fees & Payment Schedule:

The fees and payment schedules are detailed in the Statements of Work and below.

Coaching Engagement Fee: GBPxxx plus VAT

Payment Schedule:

- GBPxxx invoiced on the Statement of Work signing date
- GBPxxx invoiced xx days/weeks after the Statement of Work signing date
- Payments are due xx days from the invoice date.

4) Procedure:

The time of the coaching meetings and/or location will be agreed upon by the Client and the Coach. The target meeting frequency is a coaching session every xxx weeks.

5) Confidentiality:

This coaching relationship, as well as all information (documented or verbal) that the Client shares with the Coach as part of this relationship, is bound by the principles of confidentiality outlined in the AC Code of Ethics. However, please be aware that the Coach-Client relationship is not considered a legally confidential relationship (like the medical and legal professions) and thus communications are not subject to the protection of any legally recognised privilege. The Coach agrees not to disclose any information pertaining to the Client without the Client's written consent. The Coach will not disclose the Client's name as a reference without the Client's consent.

Confidential Information does not include information that: (a) was in the Coach's possession prior to its being furnished by the Client; (b) is generally known to the public or in the Client's industry; (c) is obtained by the Coach from a third party, without breach of any obligation to the Client; (d) is independently developed by the Coach without use of or reference to the Client's confidential information; or (e) the Coach is required by law to disclose; (f) is disclosed to the Coach and as a result of such disclosure the Coach reasonably believes there to be an imminent or likely risk of danger or harm to the Client or others; and (g) involves illegal activity.

According to the ethics of our profession, topics may be anonymously and hypothetically shared with other coaching professionals for training, supervision, mentoring, evaluation, and further coach professional development purposes.

6) Data Protection:

The Coach will comply with Data Protection Legislation as defined below.

Data Protection Legislation means (i) the Data Protection Act 2018; and (ii) Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and such codes of conduct and approved certification mechanisms as may be implemented under that

Regulation and/or guidance published by any applicable Supervisory Authority; and (iii) any laws that supersede (i) and (ii) and (iv) any similar laws that may be applicable to the individual in question.

7) Cancellation and Lateness Policy:

It is the Client's responsibility to notify the Coach 48 hours in advance of the scheduled call/meeting if the Client cannot attend the session. The Client will be billed for a missed session if the Client is a no-show or does not cancel on time (i.e. 48 hours in advance). The coach will wait for 60 minutes before the Client is noted as not turning up for the session.

8) Termination:

Either the Client or the Coach may terminate this Agreement at any time with four weeks written notice. Client agrees to compensate the Coach for all coaching services rendered through and including the effective date of termination of the coaching relationship.

9) Refund Policy:

No refunds are offered for coaching sessions that have taken place, or for any unused sessions or cancellation. The Coach cannot guarantee results in a coaching relationship because results depend, in part, on the Client's openness to being coached and their willingness to do the work.

10) Limitation of Liability:

EXCEPT IN RESPECT OF LIABILITY WHICH CANNOT BE EXCLUDED OR LIMITED BY LAW, NEITHER PARTY SHALL BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, OR FOR ANY LOSS OF REVENUE, PROFITS, USE, DATA, GOODWILL OR BUSINESS OPPORTUNITIES, ARISING FROM THE PERFORMANCE OR NONPERFORMANCE OF THIS AGREEMENT. WITH RESPECT TO EACH STATEMENT OF WORK, IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER FOR AGGREGATE DAMAGES IN EXCESS OF THE FEES PAYABLE TO THE COACHING COMPANY AS DESCRIBED IN SUCH STATEMENT OF WORK.

11) Entire Agreement:

This document reflects the entire agreement between the Coach and the Client, and reflects a complete understanding of the parties with respect to the subject matter. This Agreement supersedes all prior written and oral representations. The Agreement may not be amended, altered or supplemented except in writing signed by both the Coach and the Client.

12) Dispute Resolution:

If a dispute arises out of this Agreement that cannot be resolved by mutual consent, the Client and Coach agree to attempt to mediate in good faith for up to 30 days after notice given.

13) Severability:

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If the Court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it

would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

14) Waiver:

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

15) Applicable Law:

This Agreement shall be construed in accordance with and be governed by the laws of England.

16) Binding Effect:

This Agreement shall be binding upon the parties hereto and their respective successors and permissible assigns.

Please sign two copies of this Services Agreement and return one signed copy to the Coach, by e-mail, before the first scheduled coaching meeting.

CLIENT: XXX

Client Name/Title:

Signature:

Date:

COACH: For ROBERT YEO LIMITED (T/A RYLN COACHING)

Name/Title: Robert Yeo, Executive Coach

Signature:

Date: xx/xx/xxxx

APPENDIX A : Statement of Work

This Statement of Work is in accordance with an Agreement to provide Services dated [date] between [ABC UK Limited] and ROBERT YEO LIMITED.

Name of Coach: Robert Yeo
 Name of Client - Coachee:
 Name of Client - Sponsor:

Areas of focus:

- X
- X
- X
- X

Coaching sessions to be held via video conference (Zoom or company video system) / in person at the client's office or a mutually convenient location.

Programme:

- 1) 3-way meeting
- 2) 360
- 3) Hogan
- 4) 12-hours of coaching, 1.5 or 2-hour sessions, approximately x weeks apart
- 5) Close out meeting with sponsor or delegate.

Fees and Expenses:

Fixed amount: GBP xxx + VAT

Travel costs are not included. Any travel expense will be pre-approved and billed at cost.

Payment Schedule:

- GBPxxx invoiced on the Statement of Work signing date
- GBPxxx invoiced xx days/weeks after the Statement of Work signing date
- Payments are due xx days from the invoice date.

CLIENT:	ROBERT YEO LIMITED
Name:	Name: Robert Yeo
Title:	Title: Executive Coach
Signature:	Signature:
Date:	Date: xx/xx/xxxx