

## Terms & Conditions of HR Fundamentals Program

The Purchaser, hereon called 'the Client', has purchased, effective \_\_\_\_\_ (date of purchase), the **HR Fundamentals Program** ('the Program') from Salopek & Associates Ltd. ('Salopek').

A summary of the Program details is outlined in **Appendix A**.

Upon purchasing the **HR Fundamentals Program**, the Client will gain access to all files in the Program (as listed in *Appendix A*) via an on-line portal ('the **Link**') that allows access to a secure virtual folder containing the Program documents. Access to the Link and documents will expire one calendar year after purchase. After the initial one-year term, the Client can re-subscribe; or Salopek can customize a program that continues to leverage the original documents purchased. Assistance to customize the documents will be an additional charge.

The Client will receive documents in a Word format for easy customization. Documents have been developed based on **Alberta Employment Legislation** and will require the Client to customize based on the Legislation applicable to its organization and under which it operates. A **Guide to Customization** will be provided upon purchase of the Program. For additional support, the Client can contact Salopek at [info@salopekconsulting.com](mailto:info@salopekconsulting.com); or by calling HR-On-Call (1-877-681-1232). Assistance to customize the documents will be an additional charge. Salopek does not take any responsibility for any customization that is not done by one of Salopek's Associates.

This Program is meant for the benefit of the Client only. The Program documents were created by our expert team of certified HR Specialists and are intended for the sole purpose and use of the Client under the Program. Under no circumstances will the Client share Program documents with, or allow access to the Link by third parties. Sharing with third parties is considered a violation of Salopek's copyright, as well as the Terms and Conditions of this agreement.

The Client acknowledges and agrees to the proceeding Terms and Conditions by providing payment for the Program; or by accessing the on-line portal ('the Link'). Further, the Client acknowledges that upon access to the Link, there are no refunds.

***Appendix A:***

**HR Fundamentals Program:**

- Recruitment Guide
- Performance Management Guide
- Corrective Action Guide
- Disability Management Guide
- Guide to Customization
- Monthly Newsletter with Legislation updates or best practices