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AGREEMENT FOR NEW EMPLOYEE CHECKS

Date: 2025-11-25
Client Name: Femi Akinwande
Business: Marpe Okhel Food
Email: femfidelis1@gmail.com
Phone: 08038880072

This Agreement is made on this day , by and between:

Taela HR, a Human Resources consultancy firm with its principal office located at Ikeja Lagos (hereinafter referred to as "Taela HR"), and Femi Akinwande, having its principal office at Plot 1021, Balogun Street, Arepo (hereinafter referred to as "Client").

Collectively referred to as the "Parties."

WHEREAS Taela HR is engaged in providing recruitment and Human Resources services, and the Client seeks to engage Taela HR for recruitment services;

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

1. Scope of Services

Taela HR agrees to provide recruitment services to the Client for the vacant role(s) as specified in the agreed Job Description document.

2. Client Obligations

The Client agrees to:

- Provide accurate and complete job descriptions.
- Respond promptly to candidate reviews.
- Supply any necessary documentation or approvals to facilitate the recruitment process.

3. Recruitment Timeline

Recruitment will be conducted and concluded within Five to Eight weeks of commencement. This timeline is contingent on the Client's timely provision of necessary information and approvals.

4. Fees and Payment Terms

- Initial Payment: Services will commence only after the Client pays a non-refundable 30,000 NGN of the total recruitment fee, which is required after the Job Description document has been mutually agreed upon.
- Final Payment: The remaining 70% of the balance is to be paid within one week after the recruited staff has resumed work.
- Non-Delivery Adjustment: If recruitment is not completed within the stipulated timeline due to reasons solely attributable to Taela HR, a one-time adjustment of up to 2% of the outstanding balance may be applied if the delay exceeds two weeks. This adjustment shall not exceed a total of 10% of the outstanding balance and will not apply if the delay is caused by the Client's actions, changes in job requirements, market conditions, or any factors beyond Taela HR's control.

5. Confidentiality

Both Parties agree to maintain strict confidentiality regarding any proprietary or sensitive information shared during the recruitment process. This obligation shall survive the termination of this Agreement.

6. Background Checks

Taela HR strongly recommends that the Client conducts thorough background checks on potential candidates. While Taela HR offers background check services for a separate fee, distinct from the recruitment service charge, the Client is responsible for verifying references and credentials if they choose not to use this service. Taela HR shall not be held liable for any false details or misrepresentations provided by candidates during the recruitment process.

7. Exclusion of Performance Monitoring

This Agreement does not include monitoring or ensuring the performance of recruited staff beyond ensuring proper documentation.

8. Consultation Services

Taela HR may offer consultation services on Human Resources best practices and compliance with the Nigerian Labour Act during the recruitment period. These services are designed to assist the Client in mitigating potential legal risks arising from employee-related infractions. Consultation fees will be determined at the discretion of Taela HR's management and will be communicated to the Client prior to engagement.

9. Indemnification

The Client agrees to indemnify and hold Taela HR harmless from any claims, liabilities, or damages arising from the actions or omissions of the recruited staff once they commence employment.

10. Force Majeure

Neither Party shall be liable for any failure or delay in performance due to causes beyond their reasonable control, including but not limited to acts of God, war, labor disputes, or government regulations.

11. Dispute Resolution

In the event of a dispute arising under this Agreement, the Parties agree to attempt to resolve the matter amicably through mediation. If mediation fails, the dispute shall be resolved by arbitration in accordance with the laws of the Federal Republic of Nigeria.

12. Termination

This Agreement may be terminated by either Party upon mutual written consent or if a material breach of its terms occurs. In the event of termination, the Client shall be liable to pay for all services rendered up to the date of termination.

13. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Federal Republic of Nigeria.

14. Amendments and Modifications

This Agreement may only be amended or modified by a written document signed by both Parties.

15. Entire Agreement

This Agreement constitutes the entire understanding between the Parties and supersedes all prior agreements or understandings, whether written or oral, relating to its subject matter.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

For Taela HR:

Authorized Signatory

Name: TaelaHR

Position: HR Admin

For Client:

Authorized Signatory

Name: Femi Akinwande

Position: Managing Director

Signatures

For Client: Femi Akinwande

For Taela HR: TaelaHR