

Virtual HR Department Terms and Conditions

What is this Subscription about?

Handling HR related services, consultation and support as an outsourced service provider: An HR resource(s) will be assigned to observe and attend tasks inside client's premises and off-premises based on agreed deliverables in that particular month and not based on physical attendance or time allocation. A service Level Agreement (SLA) will be signed by both parties.

Mode of Delivery:

Coverage parameters specific to the service(s) covered in this Agreement are as follows:

- On-site and virtual support: Sunday through Thursday during daytime.
- Telephone or Email support: Monitored Sunday through Thursday
- Emails or calls received outside of office hours (8:30 am to 4:30 pm) will be collected, however, no action can be guaranteed until the next working day.

Minimum number of months to subscribe:

3 Months.

What is not included?

Representing the company in any official representation.

Payment Terms and Conditions:

100% advance payment. Refundable in case of dissatisfaction.

Subscription Fee:

Contact us at care@hrfactoryapp.com

Cancelation Policy:

Both parties may cancel this agreement on one-month notice period without identifying any reason.

