



hr management

This schedule should be read in conjunction with your engagement letter and the [terms of business](#).

1. Our responsibilities

- 1.1. We will provide you with a cloud-based hr management platform for the number of employees listed in the services summary.
- 1.2. We provide the cloud-based hr management platform in conjunction with [breathe HR](#) who are the service provider.
- 1.3. We will support and advise on the set-up process, and where agreed with you, migrate standing data for employees during the onboarding process.
- 1.4. All associated license, update and maintenance costs are borne by us as part of your monthly fee.

2. Your responsibilities

- 2.1. To adhere to the terms and conditions set out by the service provider, these can be found [here](#).
- 2.2. You will remain responsible for the accurate transfer of standing data from any existing database as well as the ongoing use of the platform.