

Temporary Consultant Contract

Introduction	This Service Agreement provides a framework for an external and Healy Consultants to establish mutually acceptable working terms and conditions, commensurate with our expectations and needs.
Our Objective	To work hard, enjoy what we do, have fun and make lots of money.
Name	
Title	
Date joined	
Office hours	8:55am to 6:15pm, Monday to Friday. Being on time is very important to Aidan Healy.
Salary	During this period, Healy Consultants pays weekly SGD 300. Every Friday, a cheque is given to the external consultant;
	At any time during your contract term, Aidan and the Consultant may agree to increase the salary because the Consultant's productivity and quality of deliverables is of high standard.
	Staff are paid weekly by cheque. Healy Consultants neither pays annual leave nor medical leave. Healy Consultants neither offers medical nor pension benefits;
Work ethic	Healy Consultants hires consultants to produce output and provide deliverables in a timely manner. You will really enjoy your time at Healy Consultants if you can problem solve with minimum supervision
	Healy Consultants maintains high business standards of professionalism, quality, timeliness, accuracy, completeness, integrity, transparency. I expect a lot from staff and I am happy to pay you well in return.
	Healy Consultants office is a place of peace, creativity, growth, teamwork and happiness. There is zero tolerance for politics, discrimination and low standards.

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Permanent Contract Terms	<p>Healy Consultants supplies the external consultant with a detailed list of tasks and agrees engagement period and service fees. The external consultants timely completes tasks for Healy Consultants staff.</p>
	<p>Collective staff feedback is provided to Aidan Healy and a decision is made whether to offer full time employment to the consultants. Both parties agree contract terms and conditions including remuneration and probation period.</p>
	<p>If required, Healy Consultants applied for an employment visa for the consultant.</p>
Tasks will include but not be limited to:	<ul style="list-style-type: none"> • Assist Clients set up a business in every country in the world. Project manage client engagements and keep clients happy and regularly informed; • Solving Client's business problems ranging from legal, finance, accounting, tax, IT, marketing, banking etc. • Supervising Healy Consultants suppliers and advisors, e.g. Kaizen; • Thoroughly completing due diligence of Clients and Client files; • To prioritize tasks and focus on goal completion; • To be in charge of company secretarial matters for our clients including preparing resolutions, incorporation of companies and ACRA filings; • Completing Client accounting and tax obligations and Client legal and immigration requirements; • To accurately and completely and timely provide email status updates to our Client, applying high standard of professional written English; • Assistance with building website content. Sourcing economic data, laws and regulations on selected countries. Researching economic and legal content to enhance Healy Consultants' group websites (www.healyconsultants.com); www.asiabusinesssetup.com; www.asiapropertyconsultants.com; • Conducting economic and market research for client business plans. • Assisting other staff to execute client engagements. • To apply high standards of integrity and confidentiality when dealing with Aidan's bank accounts and other personal information; • To dress in a professional manner daily and attend client meetings;

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	<ul style="list-style-type: none"> • Liaising with local banks on behalf of clients and Healy Consultants; • Efficiently and effectively completing office tasks in a timely manner; • Tenaciously and relentlessly pursuing results and information from counterparties, e.g., Singapore suppliers. • Problem solving with minimal input from Aidan; • Occasionally help out at office reception;
Leave	<ul style="list-style-type: none"> • Because our Clients need us every day, Healy Consultants has the following guidelines: • Medical leave to be supported by doctor's note, unless exceptions agreed; • Staff to provide one week email notice for holiday leave less than 2 days; • Staff to provide two weeks email notice for holiday leave less than 5 days; • Staff to provide one month email notice for holiday leave of one week or more;
Measures of success	<ul style="list-style-type: none"> • External consultant requires minimal supervision; • Problem solver. Focusing 95% of the time on solutions, a mere 5% of the time on problems; • Ability to adapt to role • Quality of work output • Attendance during the week • Positive feedback from Clients; • Value added to the business during the week
Termination	<ul style="list-style-type: none"> • Each time an external consultant breaches one of the terms and conditions in this agreement, a written warning will be supplied by Aidan. The consultant will be immediately dismissed from Healy Consultants if three written warnings are given by Aidan. • After an external consultant error that has the potential to negatively impact Aidan or Healy Consultants either financially or reputationally, Aidan will

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	<p>issue a written warning to that consultant. Following receipt of three professional email warnings, Aidan will respectfully ask that consultant to immediately leave the office premises and terminate the contract.</p>
	<p>Healy Consultants will immediately terminate the contract of the external consultant if one of the following occurs:</p> <ul style="list-style-type: none"> ● Consultant removes or damages Healy Consultants' property without permission, including our business website and computer equipment; ● Consultant refusal to carry out a reasonable instruction from Healy Consultants. ● Breach of confidence or confidentiality ● Knowingly and willfully causing delay to jeopardize Healy Consultants planned deadlines; ● Willfully damages Healy Consultants relationship and reputation with our Clients; ● Regularly upsets Clients and causes financial loss to Healy Consultants;
	<p>Following termination of this contract Consultant will return all the Employer's property, copies of The Employer's documents, disks or other material obtained from or relating to The Employer. The Consultant will inform The Employer of any password or other obstacle known to him concerning the use of The Employer's computer network and will not damage the network in any way whatsoever. The Consultant will be held personally liable for any loss suffered by The Employer as a result of failure to comply with this clause;</p>
	<p>From date of resignation/termination, salary will be paid monthly, not weekly. This payment method i) protects the Firm from harmful staff practices ii) ensures staff pay income tax in a timely manner;</p>
	<p>From date of resignation/termination, the Consultant will complete the notice period in a professional, peaceful way. The Consultant will neither take action to harm Healy Consultants business nor negatively influence our Clients and staff. Failure to behave in a respectful, professional manner will result in immediate dismissal and the Consultant will be escorted from the premises.</p>

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Confidentiality	Our Clients trust Healy Consultants and our staff. Information gathered and clients details obtained during your work with Healy Consultants will remain confidential and will not be shared with anyone outside the Firm, during or after your contract with Healy Consultants.
	Consultants will indemnify Healy Consultants and our Clients for any financial loss suffered because of willful disclosure of confidential information to third parties;
Other	Before, during or after your contract with Healy Consultants, you will not take action to harm Healy Consultants business and reputation, including our business websites and our Clients.
	You agree to provide Healy Consultants the due diligence outlined in Appendix One below. This information will be provided to Healy Consultants on your first day of joining us.
	Healy Consultants enjoys the best computer hardware and software available. Consultants have access to the internet and facebook and skype and other communication channels. Consultants are expected to work during work hours and engage in personal communications with friends after work hours.
	Unless otherwise agreed in writing, these terms of business shall be governed by and construed in accordance with the laws of Singapore and you hereby submit to the exclusive jurisdiction of the Courts in Singapore.

<u>Name</u>	<u>Signature</u>	<u>Date</u>
Aidan Healy		

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Appendix One

CONSULTANT INFORMATION REQUIRED

No.	Checklist
1.	Original copy of Healy Consultants Service Agreement
2.	Copy of Passport and Singapore residence visa
3.	Original copy of Proof of Address
4.	Personal resume
5.	Details of next of kin

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Appendix Two

WHAT I WANT TO ACHIEVE IN 2013

No.	Checklist
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12.	

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