



Terms and Conditions for Recruitment and Outsourcing Services

1. Introduction

These Terms and Conditions ("Terms") govern the provision of recruitment and outsourcing services by **SEA-FAJ Consults Limited** ("SEA-FAJ," "we," "our," or "us") to clients ("you," "your," or "the client"). By engaging our services, you agree to comply with and be bound by these Terms and Conditions.

2. Scope of Services

SEA-FAJ offers a variety of services under two major categories:

2.1 Recruitment Services

This includes candidate sourcing, screening, shortlisting, interviewing, and presenting candidates for client review. Clients may manage onboarding and post-hiring and HR responsibilities under this model.

2.2 Outsourcing Services

This includes full HR management such as recruitment, onboarding, payroll, training, performance monitoring, employee relations, and exit management for staff employed under SEA-FAJ but working for the client.

3. Client Obligations

Clients must:



- Provide accurate and complete job descriptions.
- Share relevant company policies and work expectations.
- Respond promptly to communication and candidate recommendations.
- Cooperate during onboarding, evaluations, and other HR processes.
- Adhere to agreed payment schedules.

4. SEA-FAJ Responsibilities

We shall:

- Deliver tailored recruitment or outsourcing solutions.
- Maintain transparent communication and provide progress updates.
- Conduct background checks, verifications, and due diligence.
- Replace candidates who exit within two weeks of employment (one-time, no-cost replacement).
- Protect client and candidate data as per our Privacy and Confidentiality Policies.

5. Employer Verification

SEA-FAJ conducts due diligence on all employer clients to ensure legitimacy. We may request:

- Business registration documents
- Physical office verification
- Online presence validation
- Confirmation of financial and operational credibility
- Other necessary information

SEA-FAJ reserves the right to decline or terminate service, if an employer does not meet verification standards.

6. Candidate Screening and Background Checks

All shortlisted candidates undergo:



- Identity verification
- Employment and academic history checks
- Criminal and reference checks (where applicable)
- Background consent authorization

SEA-FAJ provides an initial background check as part of its standard service. Clients who require an **extensive background check on the candidates** may request it for an **additional fee**, which will be outlined and agreed upon prior to execution.

SEA-FAJ ensures fair, non-discriminatory recruitment in line with applicable laws.

7. Payment Terms

7.1 Recruitment Services

- Payment structures include flat fees or complexity-based pricing tailored to the role and industry requirements.
- A minimum retainer is required before service commencement.
- Full balance must be settled upon successful placement or within an agreed timeline post-onboarding.
- Late payments attract a monthly penalty as stipulated in the payment agreement.

7.2 Outsourcing Services

- Setup and monthly service fees apply based on the selected outsourcing model.
- Optional services like training, advanced reports, and welfare packages may incur additional fees.
- Payment may be annual or monthly, per mutual agreement.

8. Confidentiality and Data Protection

Both parties agree to:

- Maintain the confidentiality of all proprietary and personal information.



- Comply with applicable data protection laws (NDPA, NDPR, GDPR).
- Implement safeguards against unauthorized data access or misuse.

9. Anti-Corruption and Ethical Compliance

Clients and SEA-FAJ agree to:

- Uphold integrity, honesty, and fairness in all dealings.
- Prohibit all forms of bribery, facilitation payments, and unethical practices.
- Report any suspicions of unethical conduct via SEA-FAJ's whistleblowing channels.

10. Termination of Services

Services may be terminated:

- By either party with 30 days' notice in writing.
- Immediately if there is gross misconduct, breach of these Terms, or legal non-compliance.
- SEA-FAJ may withhold services if payment obligations are not met.
- Termination of the service shall not affect the financial responsibility of the client to SEA-FAJ for the services rendered.

11. Liability Limitation

SEA-FAJ shall not be liable for:

- Indirect, incidental, or consequential losses
- Actions or omissions by the client post-hire
- Delays caused by external factors beyond our control

Maximum liability, if any, shall not exceed the total amount paid by the client for the specific service.



12. Dispute Resolution

Disputes shall first be resolved amicably through mutual consultation. If unresolved, either party may pursue mediation in accordance with the laws of the Federal Republic of Nigeria.

13. Modifications

SEA-FAJ reserves the right to update these Terms. Clients will be notified in writing of any material changes.

14. Governing Law

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

For inquiries, contact:

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