

Capital Edge HR – Terms & Conditions

Introduction and Scope of Terms

Welcome to capitaledge-hr.com (“the Website”).

These Terms and Conditions govern both:

- your access to and use of this website; and
- the supply of HR consultancy and related services (“Services”) provided by Capital Edge HR.

By using this Website or engaging our Services, you agree to comply with these Terms and Conditions.

2. About Us

Capital Edge HR (“we”, “us”, “our”) provides HR consultancy, people management advice, training, and related business services.

Legal entity: Capital Edge HR Ltd

Registered address: 86–90 Paul Street, London, EC2A 4NE

Contact email: info@capitaledge-hr.com

Website: capitaledge-hr.com

3. Intellectual Property

3.1 Ownership

All copyright, trademarks, and intellectual property rights in this Website and its content (including text, images, graphics, and design) are owned by Capital Edge HR or its licensors. All rights are reserved.

3.2 Permitted Use

You may access, print, or download content for personal, non-commercial use only, provided that:

- You retain any copyright or proprietary notices;
- No content is modified or altered; and
- Materials are not used in a way that could damage our reputation.

You may not reproduce, distribute, or transmit any content for commercial purposes without our prior written consent.

3.3 Trademarks

“**Capital Edge HR**” and associated logos are trademarks of Capital Edge HR. Use of these marks without our written consent is prohibited.

4. User Contributions

If you submit any material (e.g., comments, feedback, testimonials, or enquiries), you agree that:

- You own or have the right to use that material;

- It does not infringe the rights of others or contain unlawful, defamatory, or offensive content; and
- You grant Capital Edge HR a non-exclusive, royalty-free, perpetual licence to use and reproduce your contribution in connection with our business.

We reserve the right to remove or edit any user content at our discretion.

5. Website Access and Availability

We aim to keep the Website available 24/7 but do not guarantee uninterrupted access.

We may suspend or withdraw the Website without notice for maintenance or operational reasons.

We are not liable for any loss resulting from Website downtime or technical issues.

6. Information Accuracy and Liability

The information on this Website is for general guidance only and should not be relied upon as professional advice. While we endeavour to keep content accurate and up to date, Capital Edge HR makes no representations or warranties of any kind regarding completeness, accuracy, reliability, or suitability.

To the fullest extent permitted by law, we exclude all liability for any loss or damage (including indirect or consequential loss) arising out of your use of the Website or reliance on its content.

7. Links to Other Websites

Our Website may include links to third-party websites for your convenience.

We do not control or endorse these sites and are not responsible for their content or privacy policies.

Accessing linked sites is at your own risk.

8. Website Security

You must not misuse this Website by introducing viruses, trojans, or other malicious code, or attempt to gain unauthorised access to our servers or systems.

We will report any such breach to law enforcement authorities.

9. Privacy

Your use of the Website is subject to our Privacy Policy, which explains how we collect, use, and protect personal data. Please see our Privacy Policy for more details.

10. Client Services Terms

These terms apply when you engage Capital Edge HR to provide HR consultancy or related services.

10.1 Scope of Services

The specific details of our work together will be set out in a written Proposal, Engagement Letter, or Service Agreement, which forms part of these Terms once accepted by you.

10.2 Fees and Payment

- Our fees will be stated in your proposal or quotation.
- Unless otherwise agreed, invoices are payable within 14 days of the invoice date.
- We reserve the right to charge interest under the Late Payment of Commercial Debts (Interest) Act 1998 on overdue amounts.
- Work may be paused or withheld if payment terms are not met.

10.3 Cancellation or Rescheduling

If you need to cancel or reschedule a consultancy session, at least 7 days' notice is required. For cancellations within 7 days, we reserve the right to charge up to 50% of the agreed fee to cover lost time or preparation.

10.4 Confidentiality

We treat all information shared by clients as confidential and will not disclose it to third parties except:

- where required by law,
- where necessary to perform our services, or
- with your prior consent.

We expect clients to treat any proprietary materials or advice we provide as confidential.

10.5 Use of Materials and Advice

Our written reports, templates, or guidance are provided for the client's internal business use only.

You may not share, reproduce, or resell these materials without our written permission.

10.6 Professional Advice Disclaimer

Our HR advice and documentation are provided based on the information you supply at the time.

We cannot be held responsible for outcomes based on incomplete or inaccurate information supplied by you, or for actions taken without consulting us on specific circumstances.

10.7 Limitation of Liability

- Our total liability for any claim arising under these terms shall not exceed the total amount paid for the relevant services.
- We are not liable for indirect, consequential, or financial losses (including loss of profits, goodwill, or data).
- Nothing in these terms excludes or limits liability for death or personal injury caused by negligence, fraud, or any other liability which cannot be excluded by law.

10.8 Termination

Either party may terminate an engagement with written notice if the other party materially breaches these terms and fails to remedy the breach within 14 days. Termination does not affect obligations accrued before the termination date.

10.9 Ownership of Work

All materials, documents, and deliverables created by Capital Edge HR remain our intellectual property until full payment has been received. Upon payment, you are granted a non-exclusive licence to use the deliverables for your internal business purposes only.

11. Governing Law and Jurisdiction

These Terms and any dispute or claim arising out of or in connection with them are governed by and construed in accordance with the laws of England and Wales. The courts of England and Wales shall have exclusive jurisdiction to settle any dispute.

12. Contact Us

If you have any questions about these Terms and Conditions, please contact us at:

 info@capitaledge-hr.com

 **1 Broad Lays, Wallingford, Oxfordshire, OX10 6FQ**

 capitaledge-hr.com