

CONSULTING SERVICES AGREEMENT

This Consulting Services Agreement (this "Agreement") confirms the terms and conditions under which Next Level Strategies, Inc., a California corporation ("we," "us," or "our"), will provide services to you, the client identified on the signature page to this Agreement ("you" or "your"). This Agreement is effective upon the earlier of when services were first performed by us for you, or the earliest date that we have both signed this Agreement (the "Effective Date"). We and you are each a "Party" and are together the "Parties" to this Agreement.

1. Services & Products. We will perform the services that you select in Statement of Work, either as an Annual Package, Time Bundle Plan or Product-Only (collectively, the "Services"), attached as Exhibit A, when we initially sign this Agreement. In addition, you may from time to time select additional Services, at then prevailing rates and prices, by written agreement, which may include email if we acknowledge and agree to your request in our sole discretion, and each additional agreement for future work shall be deemed an additional Statement of Work. In connection with the Services, we will provide certain Products as we and you might agree from time to time.

2. Work Product.

a. IP Ownership. All Work Product (defined below) is and will remain our exclusive property, and title to the Work Product shall at all times remain with us. Nothing about this Agreement should be construed as granting you any ownership rights in our Work Product, and you irrevocably transfer and assign to us, all right, title and interest in and to Work Product that you might acquire, including all intellectual property rights and improvements to pre-existing intellectual property rights. For the sake of clarity, we do not acquire any interest in your pre-existing intellectual property rights, nor will we disclose any of your confidential information as described in Section 3 below. For example, we will retain exclusive ownership of our employee handbook template, even if you or another client provide Feedback (defined below) that is incorporated into a new version of our employee handbook, but to the extent that a client's trademark or logo is ever inserted into a customized employee handbook, we do not claim any ownership or usage rights to them.

b. Grant of License. We grant you a limited, worldwide, non-exclusive, and non-transferrable license (without the right to sublicense) for your internal use only, including use by affiliates (businesses controlled by, controlling, or under common control with you), to access and use, copy, modify, perform, display, create derivative versions of the Work Product, and incorporate Work Product into your own internal policies, procedures and materials, subject to the terms and conditions of this Agreement. You agree that you will not sell, sublicense, repackage and sell, or re-sell any of the Work Product, or any derivative thereof, provided by us to you.

c. Work Product Defined. "Work Product" means all documents, templates, policies, agreements, contracts, deliverables, notices, inventions, discoveries, improvements, know-how, reports, training, programs, specifications, documentation, spreadsheets, and all other information or output prepared, authored, developed, or delivered to you by us or our directors, officers, employees, contractors, subcontractors, vendors, agents, and advisors (collectively "Representatives").

d. Feedback. If you share or provide any communications or materials to us suggesting or recommending changes to our Work Product, including without limitation, new features or functionality, or any comments, questions, suggestions, or the like (collectively, the "Feedback"), we are free to use

such Feedback irrespective of any other obligation or limitation between the Parties governing such Feedback. You irrevocably assign and transfer to us all right, title, and interest in and to, and we are free to use, without any attribution or compensation to you or any other party, any ideas, know-how, concepts, techniques, or other intellectual property rights contained in the Feedback, for any purpose whatsoever, although we are not required to use any Feedback.

e. Use of Our Work Product and Artificial Intelligence. Uploading any of our Work Product to an open-source artificial intelligence large language model or application, including but not limited to, Chat GPT, Gemini, CoPilot, Claude or Perplexity, is strictly forbidden and a violation of this Agreement. If our Work Product is uploaded to a large language model, our proprietary rights are negatively affected. Any breach of this clause is a material breach of this Agreement. Because the damages that we will suffer due to a breach of this clause are difficult to quantify, you agree to liquidated damages of \$10,000 each time our Work Product is uploaded to a large language model.

3. Confidentiality. From time to time, we and you may share information that is intended to be kept confidential, including information about employees, business affairs, products, services, intellectual property, trade secrets, third-party confidential information, and other sensitive or proprietary information, and you and we agree to keep such information confidential unless the information (i) becomes generally known by the public without any breach of this Agreement; (ii) becomes available on a non-confidential basis from a third-party source; (iii) was known by the receiving Party before being shared; (iv) was or is independently developed without reference to or use of any of the shared information; or (v) is required to be disclosed under applicable law, regulation or a valid order issued by a court or governmental agency of competent jurisdiction. Uploading our Work Product to a large language model is a breach of this Confidentiality provision that triggers liquidated damages under section 2 e. To support our mutual confidentiality, recording of video or telephone meetings is not permitted.

4. Compensation and Expense Reimbursement.

a. Compensation. In exchange for our Services and Products, you agree to pay us in accordance with the current Services Menu. You understand and agree that we may change the rates and fees set forth in our Services Menu, in our sole discretion, by providing you with thirty (30) days' advance written notice. Fees paid under this Agreement are nonrefundable, and all Packages and Plans are noncancellable except in accordance with Section 6.

b. Product-Only clients who purchase items from our Services Menu (i.e., Employee Handbook, Safety Plans, Assessments, Packets, etc.) sold at a flat rate, must purchase consulting time separately. Products are invoiced as requested and produced once payment is received by us.

c. Minimum Time Commitment. Our Time Bundle Plans require you to pay for a minimum number of hours during a 12-month period, as further described in our Services Menu. You are required to purchase hours for Time Bundle 36 and Time Bundle 12 upfront in a lump sum at the onset of the agreement period and use the time throughout the following 12 months as you wish. We want you to get value from your Time Bundle and will communicate your balance monthly. No refunds, roll-overs or extensions will be issued for unused hours. If you do not utilize all your hours during the 12-month period, you will still pay the minimum commitment at the applicable rate. The minimum commitment and corresponding fees are intended to compensate us for reserving our time to provide Services for you, even if you do not utilize our Services. Billing for Services under all Packages and Plans remains subject to adjustments as set forth in Sections 4.c, 4.d, 4.e, and 4.f below.

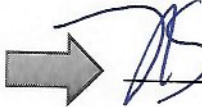
d. Minimum Invoiced Time Increments. We bill in increments of fifteen (15) minutes. In support of account management, consultants maintain thorough client records to ensure accuracy and high quality interdepartmental communications. To this end, you will occasionally see entries for "Strategic Support" on your monthly invoices.

e. Expenses. You agree to reimburse us reasonable expenses that we incur in connection with providing the Services, provided we provide you with adequate substantiation of the expense. For example, expenses typically include the following: (i) travel expenses, e.g., airfare, rental vehicles, parking, taxis, and mileage exceeding forty (40) miles roundtrip from our consultant's work site to your work site or other location (based on Mapquest.com), invoiced at the then prevailing IRS mileage rate; (ii) meals during trainings or events exceeding six (6) hours; (iii) overtime for all-day trainings or meetings exceeding eight (8) hours; (iv) shipping, postage, express delivery, and other mailing and courier services fees; and (v) other expenses as may be agreed on in the performance of the Services.

f. Controllable Fees.

- i. Payroll Timing. Fees charged at our discretion for repeated late notification by you that causes us additional staff time: \$100 per new hire or separations reported with less than 48 hours notice; \$100 per employee for adjustments required within the current pay period; \$250 for late submission or late approval; \$100 for changes required after payroll submitted for approval; \$250 for off-cycle payroll batches submitted with less than 72 hours processing time. Payroll changes submitted with less than seven (7) business days prior to your pay date will be added to the following payroll cycle.
- ii. Missed Meetings. If you miss more than one (1) scheduled meeting with less than a twenty-four (24) hour notice, you promise to pay us for one (1) hour of the relevant consultant or consultants' time at the applicable rate.
- iii. Non-Customary and Onsite Hourly Rates. Our hourly rates for Services required to be performed onsite, and/or on holidays, during a weekend, or weekdays before 8:30 a.m., or after 5:30 p.m., will be subject to a thirty percent (30%) non-customary hours premium, based on the Consultant's hourly rate. Our hourly rates for in-person trainings requiring us to be onsite earlier than 10:00 a.m., after 6:00 p.m., on a holiday, or during a weekend, will be subject to a fifty percent (50%) early onsite premium.
- iv. Commuting. The first thirty (30) minutes of commuting each way is complimentary; however, we charge seventy-five dollars (\$75.00) per hour for commute time to and from your work site or other location, if the commute takes more than thirty (30) minutes each way.
- v. Late Fees; Suspended Service. You understand that we rely on you to submit timely payments for amounts due. We have net-30 payment terms. If you fail to pay an invoice by its due date, the invoice shall be subject to a late fee of five percent (5%) per month, for the total unpaid amount of the underlying invoice. Payments are applied to the original invoice amount first, then to late fees. Past due amounts shall continue to accrue late fees until paid. The late fees set forth in this Section 4Fv. are in the nature of liquidated damages to compensate us for the incremental effort to collect unpaid amounts due, with the recognition by both parties that damages from a breach of this provision is difficult to calculate, and that the amount set forth

herein is a reasonable estimate of such damages. If you fail to pay an invoice when due, we can suspend Services until receiving payment in full.

 (initial here)

5. Invoicing.

a. Monthly Invoicing. Annual Package and Time Bundle 120+ and 72 clients will be invoiced in arrears on a monthly basis for compensation and expenses arising from Services performed during the preceding calendar month. Product-Only, and clients with Time Bundles 12 or 36 will pay for their time or products at the onset of the engagement. As a condition to us providing any Services or Products, you will execute and return a copy of your preauthorization for us to initiate ACH/electronic transfers for payment of invoices.

b. Dispute Policy. If you dispute a certain portion of an invoice, you agree that you will (i) pay the uncontested portion of the invoice within fifteen (15) days of the invoice date, and (ii) provide a written notice to us within ten (10) business days of the invoice date detailing why you disagree with an invoiced item(s). YOUR FAILURE TO GIVE US NOTICE OF A DISPUTED INVOICE WITHIN THE TEN (10) DAY PERIOD SHALL BE DEEMED AN ADMISSION AND ACCEPTANCE THAT ALL AMOUNTS SET FORTH ON THE INVOICE ARE UNDISPUTED, AND YOU WAIVE YOUR RIGHT TO DISPUTE THE INVOICE AMOUNT.

 (initial here)

6. Contract Term; Termination of Services.

a. Term. This Agreement will have an initial term of one (1) year. Unless terminated earlier in accordance with this Section 6, this Agreement will expire on the anniversary of the Effective Date.

b. Early Termination. Either you or we may terminate our Services under a Premier, Pro, Core or Next Level Package, or a Time Bundle at any time, with or without cause, upon fifteen (15) days' prior written notice, which may include email. However, if our Services are terminated early, you will pay the applicable Fees in accordance with Sections 6.d below.

c. Termination for Breach. We may terminate our Services and your license to use our Work Product under Section 2.b if you breach your obligations under this Agreement and fail to cure such breach within thirty (30) days of notice, and you will pay the applicable Fees in accordance with Sections 6.d below.

d. Consequences of Termination. Upon receipt of a termination notice, we will immediately cease all Services, and you agree to pay us for all Services rendered and expenses incurred prior to the termination. If a Premier, Pro, Core or Next Level Package is terminated prior to twelve (12) full months of Service, or if a Time Bundle Plan is terminated prior to the applicable minimum hours commitment being fully utilized, you will pay us the lesser of (i) the fees for all Services previously rendered at the applicable non-discounted hourly rate plus products previously provided at the applicable non-discounted price, minus the fee(s) already paid for such items under the discounted prices of the applicable Package or Plan, or (ii) the Plan fees payable for the remainder of the previously committed term of the applicable Plan. That payment is due in one lump sum within ten (10) days of receipt of the invoice. The terms and conditions of this Agreement, including without limitation Sections 2.a, 2.d, 3, 5, 6.d, and 0 through 18, will survive expiration or termination and continue to govern our and your respective rights and obligations following expiration or termination.

7. Equitable Relief and Remedies. You and we acknowledge and agree that any breach of Section 2 or Section 3 of this Agreement will cause substantial and irreparable harm, for which money damages would be an inadequate remedy. Accordingly, you and we will in any such event be entitled to seek injunctive and other forms of equitable relief to prevent such breach (without the requirement to post a bond), in addition to any other rights or remedies available at law, in equity, or by statute.

8. WARRANTIES. WE DO NOT MAKE ANY REPRESENTATIONS OR WARRANTIES WITH REGARD TO PRODUCTS AND SERVICES PROVIDED UNDER THIS AGREEMENT, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT, AND ALL SUCH REPRESENTATIONS OR WARRANTIES ARE HEREBY DISCLAIMED BY US TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW. ALL PRODUCTS AND SERVICES ARE PROVIDED ON AN "AS IS" BASIS WHEN PROVIDED, AND WE MAY, BUT ARE NOT OBLIGATED TO, PROVIDE UPDATES OR MODIFY THE PRODUCTS AND SERVICES FROM TIME TO TIME, WHETHER BASED ON CHANGES OF APPLICABLE LAW, INDUSTRY STANDARDS, OR OTHERWISE. YOU UNDERSTAND THAT WE ARE NOT ATTORNEYS AND NOTHING WE COMMUNICATE, IN ANY MANNER WHATSOEVER, SHOULD BE CONSTRUED OR RELIED UPON AS LEGAL, ACCOUNTING, MEDICAL, OR OTHER EXPERT ADVICE. YOU ARE STRONGLY ENCOURAGED TO SEEK APPROPRIATE LEGAL, ACCOUNTING, MEDICAL, OR OTHER EXPERT ADVICE ON ALL SUCH MATTERS.

9. LIMITATION OF LIABILITY. NEXT LEVEL STRATEGIES, INC.'S AND OUR REPRESENTATIVES' COLLECTIVE LIABILITY FOR ALL CLAIMS IN CONNECTION WITH OR ARISING OUT OF THIS AGREEMENT SHALL NOT EXCEED FIFTY PERCENT (50%) OF THE TOTAL FEES ACTUALLY PAID OR PAYABLE BY YOU TO US DURING THE TWELVE (12) MONTHS PRIOR TO THE FIRST CLAIM ARISING. LIABILITY FOR DAMAGES WILL BE LIMITED AND EXCLUDED UNDER THIS PROVISION EVEN IF ANY EXCLUSIVE REMEDY PROVIDED FOR FAILS OF ITS ESSENTIAL PURPOSE.

10. Indemnification. You agree to defend, indemnify, and hold us harmless from and against any and all actions, claims, causes of action, liabilities, fines, costs, expenses or damages (collectively, "Claims"), including reasonable attorneys' fees, attributable to your actions or inaction, except to the extent that such Claims are due to negligence or willful misconduct by NLS.

11. Our Relationship. We are independent contractors and are not providing Services as your agent or employee. Nothing in this Agreement shall be construed to imply that a partnership, joint venture or principal/agent relationship exists between us.

12. Placement Fees. We want you to have the best staff possible. If, during the Term of this Agreement or the first year following its expiration or termination, you hire or engage any of our employees or contractors, or ones employed or contracted by us within the prior nine (9) months, whom you met through your work with us, you agree to immediately pay us a placement fee for introducing you to each such person(s). The placement fee for each person hired or engaged will equal thirty percent (30%) of the market rate annual salary for a Human Resources Director in San Francisco (as determined by salary.com, 50th percentile, at the first date of employment or engagement) regardless of the duration of employment or engagement or whether on a permanent, temporary, or consulting basis by you.

13. Governing Law; Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the State of California, without reference to conflicts of law principles. Any action to enforce

or interpret the rights and obligations set forth in this Agreement shall be brought exclusively in the state or federal courts in Contra Costa County, California, and each Party waives any right to assert and agrees not to assert a defense of an inconvenient forum.

14. Attorneys' Fees. If any action (mediation, arbitration, litigation, or otherwise) is initiated to enforce the terms of this Agreement, the prevailing Party shall be entitled to reasonable attorneys' fees, costs and expenses in addition to any other relief to which such prevailing Party may be entitled.

15. Subcontracting; Assignment. From time to time, we may engage contractors or subcontractors to perform some of the Services, but we will remain responsible for the Services. This Agreement is binding upon, and inures to the benefit of, the successors or assigns of the Parties.

16. Severability. If any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement will remain in full force and effect, and the provision affected will be construed so as to be enforceable to the maximum extent permissible by law.

17. Entire Agreement. This Agreement, together with its Exhibits, including each Statement of Work, constitutes the entire Agreement between the Parties and supersedes all previous agreements and understandings relating to the subject matter hereof. All Statements of Work and shall be governed by this Agreement. In the event of any conflict between this Agreement and a Statement of Work, the terms of this Agreement shall control unless explicitly stated otherwise in the Statement of Work.

18. Counterparts; Facsimiles; Electronic Signatures. This Agreement may be signed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same agreement. Facsimile or imaged signature pages executed by us or you shall be effective as originals. This Agreement may be electronically signed, and the electronic signatures appearing on this Agreement are the same as handwritten signatures for all purposes, including validity, enforceability, and admissibility.

IN WITNESS WHEREOF, the Parties have executed this Agreement as evidenced by the duly authorized signatures below.

NLS

CLIENT:

Signature:

Name:

Nancy Shapiro

Title:

General Manager

Company:

Strawberry Recreation District

Street:

118 E Strawberry Drive

Street 2:

City, State, ZIP: Mill Valley, CA 94941

Office Phone: (415) 383-6494

Cell Phone: (415) 786-5059

Email:

gm@strawberryrec.org

Date:

Sept. 15, 2026

Accounting Department/Person email address (in addition to or different from the agreement signer)

NEXT LEVEL STRATEGIES, INC.

Signature:

Julie Chendes

Name:

Julie Chendes

Title:

President

Street:

25A Crescent Drive #226

City, State, ZIP: Pleasant Hill, CA 94523

Office Phone: 415.876.NEXT

Cell Phone: 415.517.7663

Email:

julie@nlshr.com

Date:

09/15/2026

EXHIBIT A

STATEMENT OF WORK

This Statement of Work describes the Services to be performed by Next Level Strategies, Inc., a California corporation ("we," "us," or "our"), for you, the client ("you" or "your"). This Statement of Work is governed by the Consulting Services Agreement between you and us.

Please select your annual package below:

- ☐ Next Level Package
- ☐ Premier Package
- ☐ Pro Package
- ☐ Core Package
- ☐ Time Bundle 120+
- ☐ Time Bundle 72
- ☐ Time Bundle 36
- ☐ Time Bundle 12
- ☐ Employee Hotline
- ☐ Additional or Stand-Alone Product (Note that time to customize products will be invoiced at \$450 per hour for product-only clients)

➔ Custom Pulse Survey: \$3600

For TB120+ and above, included compliance poster:

☐ Electronic ☐ Laminated

So that we might plan appropriately, please provide the following information. We will contact you if we require additional information or clarification.

➔ Number of Employees Globally: FTE-8, Part Time 50-80 (seasonal + part-time)

Number of Employees in San Francisco: _____

Number of Spanish-speaking Employees: _____

Non-Profit Organization? Yes / No ☒

If a Non-Profit and discount eligible (TB72 and above), how would you prefer to receive your discount (choose one)?

1. As 10% discounted off of your flat monthly package charge _____
2. As annual special event (gala) sponsorship _____

[signature page to follow]



IN WITNESS WHEREOF, the Parties have executed this Statement of Work as evidenced by the duly authorized signatures below.

CLIENT:

Signature:

Name:

Title:

Company:

Street:

Street 2:

City, State, ZIP:

Office Phone:

Cell Phone:

Email:

Date:


Nancy Shapiro
General Manager
Same as above
Sept 15, 2026

NEXT LEVEL STRATEGIES, INC.

Signature:

Name:

Title:

Street:

City, State, ZIP:

Office Phone:

Cell Phone:

Email:

Date:

Julie Chendes
President
25A Crescent Drive #226
Pleasant Hill, CA 94523
415.876.NEXT
415.517.7663
julie@nlshr.com

EXHIBIT B

(COACHING SERVICE ONLY)

STATEMENT OF WORK – Strawberry Recreation District

In support of Exhibit A, we will execute on the following work activities:

- Custom Pulse Survey includes Standard Survey for up to 100 participants, plus trend analysis, theme identification, action planning recommendations, and a 30-minute findings presentation
- Additional participants over 100 invoiced at \$20 each
- Revisions to survey questions will be invoiced separately for changes made to standard template for \$495

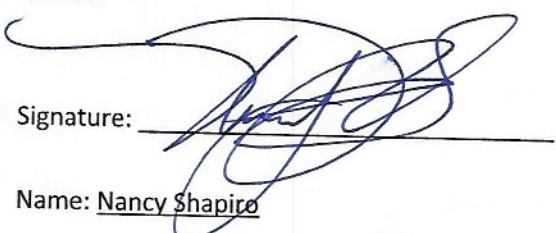
Below, we have outlined the fee for the work described above.

Activities	Qty	Rate	Fee
Pulse Survey – Custom (up to 100 participants)	1	\$3,600.00	\$3,600.00
Total Estimate Due at Signing			\$3,600.00
<i>**Additional coaching hours will be invoiced at \$495/hour.</i> <i>**Invoiced 100% at signing.</i>			

IN WITNESS WHEREOF, the Parties have executed this Amendment as evidenced by the duly authorized signatures below.

CLIENT:

NEXT LEVEL STRATEGIES, INC.

Signature: 

Signature: Julie Chendes

Name: Nancy Shapiro

Name: Julie Chendes

Title: General Manager

Title: President

Date: 09/15/2026

Date: 09/15/2026



12-Month Annual Packages

	Strategic	Compliance		
	Next Level	Premier	Pro	Core
Monthly Price for 12 Months (includes dedicated consultant)	\$3,500	\$4,700	\$3,500	\$2,700
Monthly Hours: HR/Recruiting/Payroll/Translation/Coaching/Safety	7	7	5	5
EQ Assessment for One Leader	✓			
360 Review Process for One Leader	✓			
Stay Interview Packet	✓			
Employee Performance Review Packet	✓	✓		
One Annual Employee Engagement Survey	✓	✓		
Compensation Analysis Packet	✓	✓		
Investigation Packet		✓	✓	✓
Pay Transparency Packet		✓	✓	✓
Employee Handbook		✓	✓	✓
New Hire Packet		✓	✓	✓
Separation Packet		✓	✓	✓
Safety Compliance Packets - Basic (IIPP, WVPP, HazCom)		✓	✓	✓
Annual Handbook Update Document (English OR Spanish)	✓	✓	✓	✓
Fed/CA Compliance Poster (electronic)	✓	✓	✓	✓
I-9 Audit Packet		✓	✓	
HR Assessment		✓	✓	
Leave of Absence Packet (CFRA/FMLA/Pregnancy/Bonding)		✓	✓	
Employee Hotline		✓	✓	
Reasonable Accommodation Packet		✓	✓	
Counseling and PIP Packet		✓	✓	
NLS Lunch & Learn Trainings at a Discount	50%	100%	50%	50%
Unlawful Harassment, DEI, WVPP, HIPP Pre-Recorded Trainings				
25 basic employee + 4 manager trainings in English OR Spanish	✓	✓	✓	✓
One Live Webinar for Unlawful Harassment Training		✓		
Non-Profit 10% Package Discount	✓	✓	✓	✓
*One language included for each product; additional items invoiced at cost of product				

OFFSITE Per Hour Consulting Rates for Package and TB120+ Clients

Recruiting and Translation Services	\$225
HR Support, Payroll and Safety Consulting	\$250
Senior Human Resources Consulting and Professional Services	\$295
Engagement with Coaching Consultant	\$450
Executive-Level Consulting (Julie's Rate)	\$495
ONSITE Consulting Services (per hour) - Additional 25%	

Effective 07/01/2025



Time-Only Options

Access to offsite HR, Spanish-bilingual, safety-certified, recruiting, leave management, and payroll consultants, and a leadership coach. Time is invoiced in 15-minute increments.

Time Bundle 120+

- 120 hours annual minimum at the rates listed above.
- One NLS Annual Handbook update document.
- One electronic compliance poster.
- Quarterly Trainings at 50% off.

Time Bundle 72

- 72 hours annual minimum.
- Offsite Time is invoiced at \$350 per hour, except for Coaching at \$450 and Executive-Level HR Consulting at \$495 per hour.

Time Bundle 36 - \$14,220

- 36 hours annual minimum.
- Offsite Time is invoiced at \$395 per hour, except for Coaching at \$450 and Executive-Level HR Consulting at \$495 per hour. Any Coaching or Executive-Level Consulting will be invoiced separately from the Time Bundle hours.
- Clients will purchase the 36 hours up front and may use the time as they wish throughout the agreement year and does not roll over. Bundles of time can be replenished as needed.

Time Bundle 12 - \$5,400

- 12 hours annual minimum.
- Offsite Time is invoiced at \$450 per hour, except for Coaching at \$450 and Executive-Level HR Consulting at \$495 per hour. Any Coaching or Executive-Level Consulting will be invoiced separately from the Time Bundle hours.
- Clients will purchase the 12 hours up front and may use the time as they wish throughout the agreement year and does not roll over. Bundles of time can be replenished as needed.

START UP KIT

\$4,900 (\$445 Savings) New Hire and Separation Packets plus a customized Employee Handbook.

STAY SAFE BUNDLE

\$2,550 (\$200 Savings) Basic Versions – Injury and Illness Prevention Plan (IIPP), Workplace Violence Prevention Plan (WVPP), Hazard Communication Program (HazCom).

START UP KIT + STAY SAFE BUNDLE

\$7,350 (\$745 Savings) Includes everything in "Start Up Kit," plus required Safety Packets - Basic (IIPP, WVPP, HazCom).

Other Service and Product Costs

Human Resources Function Assessment

1 – 20 employees	
21 – 99 employees	\$2,600
100+ employees	\$3,300
	\$3,900
• Assessment performed on major human resources-related functions and paperwork. Includes client intake meeting and up to two hours of document and systems review. • A summary produced from the findings and suggested priorities for any missing or incorrect items. • A one-hour meeting to discuss the findings, priorities, and next steps. • Thorough I-9 Audit available.	

Recruiting Function and Strategy Assessment

Up to 6 positions	\$2,200
7-12 positions	\$3,100
• Assessment performed on recruiting-related functions, strategy, open positions, processes, and paperwork – up to two hours. • A summary produced from the findings and suggested priorities, strategic and best practices. • A one-hour meeting to discuss the findings, priorities, and next steps.	

Payroll Assessment

Single State	\$3,300
Multiple States	\$4,400
• Assessment performed on payroll-related functions and processes. • A written summary will be produced from the findings, including suggested priorities for compliance and best practices. • Includes a fact-finding intake meeting, and a post-evaluation meeting to discuss next steps.	

New Payroll Client Engagement Set Up Cost (Required for new payroll clients) \$2,000

- Initial meeting to understand payroll challenges, needs, and expectations.
- Assess payroll technology alignment with company policies and regulatory compliance.
- Training/shadowing on client's payroll processes (up to three hours).
- Set up payroll controls and document processes.

Employee Handbook – English OR Spanish

\$3,500

- One handbook created from our basic California employer template – includes:
 - Meeting to obtain necessary information (up to one and a half hours).
 - Edits/clarifications/additions/extra customization (up to one-hour total editing time; must be completed within 60 days of intake meeting).
 - Additional edits and roll out meeting(s) will be invoiced at consultant's hourly rate.
 - Handbook State Specific Addendums \$450
- Completed handbooks are delivered electronically in MS Word format.
- Updates to existing handbook/addendums are invoiced at the consultant's hourly rate + policies.
- Handbook will be invoiced at time of draft delivery.
- Consultant's hourly rate will be applied for completion of the Employee Handbook that exceeds 60 days, when the completion delay is not attributable to NLS.

Employee Hotline Support (12-Month Agreement)

One Hour at Monthly Rate

Email and phone-based "hotline" access in Spanish and English for employees to report harassment, bullying, and other workplace and management complaints.

- Includes 60 minutes of offsite consulting per month. Unused consulting time does not roll over from month to month.
- Additional consulting time is invoiced at the client's monthly rate. (\$450/hr. for hotline-only clients)

Other Forms and Packets (California Compliant)

• Offer Letter	\$295
• Leaves of Absence Packets (PDL, Bonding, SDI, CFRA, FMLA)	\$800 to \$2,400
• Severance Agreement and Release of All Claims	\$450
• Pay Transparency Packet	\$300
• Commission (includes one hour of customization time)	\$650
• Internal Compensation Equity Packet	\$450
• Investigation Packet	\$650
• Reasonable Accommodations for Disabilities	\$550
• Job Descriptions	\$150
• Stay Interview Packet	\$250
• Reference Check Packet	\$250
• Reduction in Force (RIF) Packet	\$1,800
• Hazard Communication Program (HCP) – Basic Version	\$900
• Bloodborne Pathogen Exposure Control Plan (BBP-ECP) – Basic Version	\$900
• Emergency Action Plan (EAP) – Basic Version	\$950
• I-9 Audit Packet	\$395

New Hire and Operations Forms Packet (California Compliant)

\$1,295

- Meeting to obtain information.
- Hiring forms checklist, all required and many optional new hire forms; new hire procedure.
- Links to required pamphlets and notices.
- Includes minor customization such as your logo and business name added to forms. Additional customization charged at consultant's hourly rate.

Separation Forms Packet (California Compliant)

\$550

- Meeting to obtain information.
- Links to required pamphlets and notices.
- Separation forms checklist, all required, and many optional separation forms.
- Includes minor customization (such as your logo and business name added to forms).

Injury and Illness Prevention Plan

Basic (non-customized) Version

\$950

Customized Version

\$2,250

- IIPP for one location includes consultation to obtain information about work premises
- Tailored to industry-specific needs (Construction, Restaurant, High-Hazard Employers).
- One round of edits (up to one (1) hour of total editing time; additional edits will be charged at standard hourly rates).

- Additional locations, train the trainer sessions, and rollout meetings invoiced at consultant's hourly rate.

Workplace Violence Prevention Plan

Basic (non-customized) Version

\$900

Customized Version

\$2,600

- Meeting to obtain information and intake for standard premises. Additional charge for multiple facilities, larger facilities, and special use facilities (warehouse, food preparation / food service, construction, manufacturing site, etc.).
- One round of edits (not to exceed one (1) hour of total editing time; additional edits will be charged at standard hourly rates listed above).
- One (1) hour meeting to train management on packet and advise on employee training requirements." Additional time will be charged at the consultant's hourly rate.

Heat Illness Prevention Plan

Indoor OR Outdoor plan

\$1,300

Indoor AND Outdoor plans

\$1,650

- One HIPP draft for indoor or outdoor plan with a meeting to obtain information for standard work premises. Additional charge for multiple facilities, and industries with specific requirements (agriculture, construction, landscaping, oil and gas extraction, transportation and/or delivery of heavy materials).
- One round of edits (not to exceed one (1) hour of total editing time; additional edits will be charged at the consultant's hourly rate).
- Rollout meetings and manager trainings, if required, will be charged at the consultant's hourly rate.

Performance

- Performance Review Packet
 - Minor customization of templates included; extensive customization charged at standard hourly rates.
 - Includes one (1) hour of consulting time to train management on performance review process.
- Counseling and Performance Improvement Plan (PIP)
 - Minor customization of templates included; extensive customization charged at standard hourly rates.

Leadership Coaching & Strategic Services

Coaching Bundle (with EQ Assessment)

\$5,400

- 12 one-on-one sessions. Goal and accountability-focused, actionable coaching strategies.
- EQ assessment spotlights strengths and growth opportunities.
- Focus areas: Leadership growth, navigating challenges, and unlocking personal impact.
- Tailored for executives and leaders, aligning personal development with organizational goals.

Coaching Starter Package (with EQ Assessment)

\$1,800

- Four (4) one-on-one sessions. Goal and accountability-focused, actionable coaching strategies.

EQ Assessments per participant

\$1,300

- EQ assessment spotlights strengths and growth opportunities.
- Focus areas: Leadership growth, navigating challenges, and unlocking personal impact.

360° Review

\$3,600

- Comprehensive 360° feedback for one participant, gathering insights from peers, managers, and direct reports to increase self-awareness and leadership growth.
- Customized process includes:
 - Intake and scoping
 - Kick-off meeting
 - Review design and feedback collection
 - Results report and feedback session
 - Action planning framework
- Add-on options:
 - \$1,750 per additional participant

Employee Engagement Survey

\$3,600

- Unlock workplace insights, assess culture, engagement, happiness, and manager effectiveness.
- Data-driven, outcome-focused, helps improve retention, performance, and team motivation.
- Customized survey process for one group (up to 100 raters), including:
 - Intake and project scoping
 - Kick-off meeting with participants
 - Survey design and feedback collection
 - Results report and feedback session
 - Actionable recommendations for planning
- Add-on options:
 - Additional raters and custom features are available at an additional cost.

Pulse Survey

\$1,500

- Real-time team insights. Easy to launch, high impact, quick culture checks.
- Actionable feedback to boost engagement, guide decisions, and drive continuous improvement.
- Up to 100 raters.

Stay Interviews

\$350/interview

- Proactively understand what keeps your employees happy and productive and what might cause them to consider other opportunities.
- Up to one hour interview and a written summary provided of feedback obtained.
- Deeper feedback analysis and strategy session can be provided at consultant's hourly rate.

Leadership Essentials Workshop

\$5,400

- Six, one-hour virtual sessions (onsite option available for an additional charge).
- Practical leadership workshop for frontline leaders designed to build confidence, trust, and team performance.
- Essential skills covered:



- Transitioning into leadership
- Managing time and energy
- Developing and motivating teams

Additional customized workshops can be tailored to your needs, at the consultant's hourly rate.

Unlawful Harassment (UH) & Compliance Training Options

IN-PERSON TRAINING

- | | |
|---|-----------------|
| Up to Two and a Half Hours | \$2,000 minimum |
| • \$200 per person for the first 10 attendees, \$175 per person thereafter. | |
| Up to One Hour | \$1,500 minimum |
| • \$150 per person for first 10 attendees and \$125 per person thereafter. | |
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LIVE WEBINAR

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|---|-----------------|
| Up to Two and a Half Hours | \$1,500 minimum |
| • \$150 per person for the first 10 attendees, \$100 per person thereafter. | |
| One Hour | \$900 minimum |
| • \$90 per person for first 10 attendees and \$75 per person thereafter. | |
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Trainings provided over holidays, weekends, or Monday through Friday before 10:00 a.m., or after 6:00 p.m., incur a 50% upcharge on the costs outlined above. A \$300 charge will be applied for trainings canceled or rescheduled within 48 hours of the scheduled training time. Travel time and training customization charged at consultant's hourly rate.

**Ask us for a special pricing quote for groups with more than 50 participants.*

UH and Other PRE-RECORDED TRAINING OPTIONS (multiple language options available)

Courses Available: Diversity, Equity, and Inclusion (DEI); Unlawful Harassment (SB1343 and AB1825 Compliant); Workplace Violence Prevention; and Heat Illness Prevention Plan (HIPP).

Manager Training	\$50 per attendee
Employee Training	\$35 per attendee

Unlawful Harassment Certificates of Completion, quarterly status reports, and required renewal reminders are included. Other training certificates; additional status reports; and ongoing support can be provided at the consultant's hourly rate.