

These Terms and Conditions ("Terms") govern your use of the Azura HR website and our HR consultancy services. By accessing our website or engaging our services, you agree to be bound by these Terms.

## 1. About Us

Azura HR ("we", "us", "our") is a UK-based HR consultancy providing HR advice and support to businesses.

**Registered address:** 5 Brayford Square, London E1 0SG

**Email:** [Info@Azurahr.co.uk](mailto:Info@Azurahr.co.uk)

## 2. Use of Our Website

You may use our website for lawful purposes only. You must not:

- Use the website in any way that breaches applicable laws or regulations

- Introduce viruses, malware or other harmful material

- Attempt to gain unauthorised access to the website or its servers

We reserve the right to suspend or restrict access to our website at any time.

## 3. Our Services

Azura HR provides HR consultancy and advisory services tailored to client needs.

- Services may be provided on a retainer, project, or ad-hoc basis

- The scope of services will be agreed in writing before work commences

We provide HR advice based on current UK employment law and best practice but do not provide legal representation or regulated legal advice unless explicitly stated.

## 4. Client Responsibilities

Clients agree to:

- Provide accurate, complete and timely information

- Inform us promptly of any changes that may affect the services

- Implement advice at their own discretion and responsibility

We are not responsible for outcomes arising from incomplete, inaccurate, or withheld information.

## 5. Fees and Payment

- Fees will be agreed in advance and confirmed in writing

- Invoices are payable within 7 days unless otherwise agreed

- Late payments may incur interest in accordance with the Late

- Payment of Commercial Debts (Interest) Act 1998

We reserve the right to suspend services where invoices remain unpaid.

## 6. Confidentiality

Both parties agree to keep confidential any sensitive or proprietary information disclosed during the course of the engagement, unless:

- Disclosure is required by law

- Information is already in the public domain

This obligation survives termination of the agreement.

## 7. Data Protection

We process personal data in accordance with UK GDPR and the Data Protection Act 2018.

Please refer to our **Privacy Notice** for full details on how we handle personal data.

## 8. Intellectual Property

All content on this website, including text, logos, documents and materials, is owned by or licensed to Azura HR unless otherwise stated.

You may not copy, reproduce, distribute or use our materials for commercial purposes without prior written consent.

## 9. Liability and Indemnity

### 9.1. No Guarantee of Outcomes

Azura HR provides HR advice and support based on information supplied by the client and on UK employment law and guidance in force at the time the advice is given. Employment law is subject to change and

interpretation, and we do not guarantee any specific outcome, including the outcome of employment tribunal claims, disputes, or investigations.

### 9.2. Client Decision-Making

All advice provided by Azura HR is advisory in nature. Responsibility for decisions taken, actions implemented, and outcomes arising from our advice remains solely with the client.

### 9.3. Limitation of Liability

To the fullest extent permitted by law:

- a) Azura HR shall not be liable for:
  - any indirect, consequential, special or incidental loss or damage;
  - loss of profit, revenue, business, goodwill, anticipated savings or opportunity;
  - losses arising from the client's failure to follow our advice in full or in a timely manner;
  - losses arising from inaccurate, incomplete or misleading information provided by the client.
- b) Our total aggregate liability, whether in contract, tort (including negligence), breach of statutory duty or otherwise, shall be limited to **the total fees paid by the client to Azura HR in the 12 months preceding the claim, or £5,000** whichever is the lower.

### 9.4. Excluded Liability

Nothing in these Terms shall exclude or limit liability for:

- death or personal injury caused by negligence;
- fraud or fraudulent misrepresentation;
- any liability which cannot be excluded or limited under applicable law.

### 9.5. Indemnity

The client shall indemnify and keep indemnified Azura HR, its officers, employees and agents against all claims, losses, liabilities, costs and expenses (including reasonable legal fees) arising from or in connection with:

- a) any act, omission, decision or implementation by the client following advice provided by Azura HR;
- b) any claim made by an employee, worker, contractor or third party relating to the client's employment practices;
- c) any breach by the client of these Terms;
- d) any inaccurate, incomplete or misleading information supplied by the client.

### 9.6. Third-Party Actions

Azura HR shall not be liable for the acts or omissions of third parties, including but not limited to payroll providers, solicitors, accountants, software providers, or regulatory bodies, even where we have introduced or recommended such third parties.

### 9.7. Insurance

Azura HR maintains appropriate professional indemnity insurance. Nothing in these Terms shall be construed as providing any additional rights to claim beyond those expressly stated.

## 10. Termination

Either party may terminate services:

- In accordance with the agreed notice period, or

- Immediately where there is a material breach of these Terms

Outstanding fees remain payable upon termination.

## 11. Third-Party Links

Our website may contain links to third-party websites. We are not responsible for the content, accuracy, or privacy practices of those sites.

## 12. Governing Law

These Terms are governed by and construed in accordance with the laws of **England and Wales**, and the courts of England and Wales shall have exclusive jurisdiction.

## 13. Changes to These Terms

We may update these Terms from time to time. Any changes will be posted on this page and will take effect immediately upon publication.