Coaching Agreement

Individual coaching sessions with DOA Coaching

PARTIES

(1) **Ataman Consulting Ltd**, trading as DOA Coaching, company number 13597881, registered office 124 City Road, London, England, EC1V 2NX (the **"Coach"**); and

(2) the individual named as client in the Ataman Consulting **Contract Acceptance Form** that refers to this document (the **"Client"**), and any sponsoring organisation named there (the **"Sponsor"**).

The programme details (number of sessions, session length, format, start date, validity period, fee and payment) are recorded in the Contract Acceptance Form.

AGREED TERMS

1. NATURE OF COACHING

1.1 Coaching is a collaborative process to help the Client reach goals they choose. The Client is responsible for their own decisions, actions and results.

1.2 Coaching is not therapy, counselling, medical, legal or financial advice. If such needs arise, the Coach may suggest the Client seeks support from an appropriate professional.

2. THE COACH'S COMMITMENTS

2.1 The Coach shall act in line with the International Coaching Federation (ICF) Code of Ethics, prepare for sessions and attend them on time.

3. CONFIDENTIALITY

3.1 Everything the Client shares in sessions is confidential, except where the Coach believes there is a risk of serious harm to the Client or others, where illegal activity is disclosed, or where the law requires disclosure.

3.2 Where there is a Sponsor, the Coach shall share with it only attendance and any information the Client has agreed to share.

4. SESSIONS AND RESCHEDULING

4.1 Either party may reschedule a session by giving at least 24 hours' notice. A session cancelled by the Client with less notice, or missed, counts as delivered. A session cancelled late by the Coach is rescheduled at no cost.

4.2 Sessions not used within the validity period recorded in the Contract Acceptance Form expire.

5. FEES

5.1 The Client (or the Sponsor, where stated) shall pay the fee recorded in the Contract Acceptance Form. Unless otherwise stated there, the payment terms shown on the invoice apply. Fees include VAT where applicable.

6. YOUR RIGHT TO CANCEL

6.1 If the Client is an individual and this Agreement is made online, by phone or away from the Coach's premises, the Client may cancel within 14 days of signing without giving a reason, under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013.

6.2 If the Client asks for sessions to start within those 14 days and then cancels, the Client pays for sessions already delivered.

6.3 After that period, either party may end this Agreement with 7 days' written notice. The Client pays for sessions delivered, and unused prepaid sessions are refunded pro rata.

7. RECORDINGS

7.1 Sessions are not recorded unless both parties agree in advance.

8. PERSONAL DATA

8.1 The Coach processes the Client's personal data in line with the UK GDPR and its privacy notice at doacoaching.com. Session notes are kept securely for 12 months after the programme ends and then deleted.

9. LIABILITY

9.1 The Coach is responsible only for loss that is a reasonably foreseeable result of its breach of this Agreement. Nothing in this Agreement limits liability for death or personal injury caused by negligence, for fraud, or the Client's statutory rights as a consumer.

10. GENERAL

10.1 This Agreement is governed by the law of England and Wales. If the Client lives in Scotland or Northern Ireland, they may also bring proceedings in their local courts.

ACCEPTANCE

This document is accepted by signing the Ataman Consulting Contract Acceptance Form, electronically or by hand. The version accepted is the version shown in the footer and published at atamanconsulting.co.uk/legal/coaching-agreement.pdf on the date the form is signed. The Client's details, the agreed fees and any special terms are recorded in that form.

A typed name with confirmation of acceptance through the Provider's signing platform is an electronic signature and has the same effect as a handwritten signature.