

Contractor Engagement Policy

Effective Date: 06.05.2025

Applies To: All contractors, freelancers, and independent consultants engaged by Black Reiver Consulting ("Company").

1. Purpose

This policy outlines the expectations, procedures, and safeguards for engaging external contractors to ensure accountability, efficiency, and value for company resources.

2. Scope of Work

- All contractor engagements must be governed by a written Scope of Work (SOW), agreed and signed by both parties before any work begins.
- The SOW must include:
 - Deliverables
 - Timeline and deadlines
 - Payment structure
 - Ownership of intellectual property
 - Termination clauses

3. Milestones and Deliverables

- Work must be broken down into identifiable milestones.
- Each milestone must have:
 - A description of the deliverable
 - An associated delivery date
 - A review and approval process

4. Payment Terms

- Payments will be linked to the successful delivery and acceptance of milestones.
- Advance payments are discouraged and must be approved by the company director.
- No payments will be made on the basis of time spent alone, unless otherwise specified in the SOW.

5. Communication and Reporting

- Contractors must respond to emails and formal requests within three working days.
- Regular updates (weekly or biweekly, as agreed) are required.
- Failure to respond or provide updates may result in payment delays or termination of the agreement.

6. Termination and Accountability

- Contracts may be terminated if milestones are missed without justified cause.

- Undelivered work already paid for may result in legal or financial recovery actions.
- Avoidance of communication or bypassing responsible managers will be considered a breach of engagement terms.

7. Confidentiality and Conduct

- All contractors must sign a Non-Disclosure Agreement.
- Contractors must adhere to professional standards and respect the roles and responsibilities of internal team members.

8. Exceptions

- Any deviations from this policy must be approved in writing by the director of the Company.

Approved By: Kevin Ian Gray

Date: 06.05.2025