

# SIEGER GROUP TRAINER EMPANELMENT TERMS & CONDITIONS

**Effective Date: 1 June 2026**

## 1. PURPOSE

These Terms & Conditions govern the professional relationship between Sieger Group (“Sieger”) and the Trainer / Facilitator (“Trainer”) who is empanelled to deliver training, team building, outbound learning, leadership development, behavioural skills, technical training, adventure learning, coaching, consulting, facilitation or related services on behalf of Sieger Group.

Empanelment does not constitute employment and shall not be interpreted as an employer-employee relationship.

## 2. PROFESSIONAL CONDUCT

The Trainer shall:

- Maintain the highest standards of integrity and professionalism.
- Respect all participants, clients and stakeholders.
- Avoid discriminatory, offensive or inappropriate behaviour.
- Represent Sieger Group professionally at all times.
- Comply with all applicable laws, regulations and client policies.
- Maintain confidentiality and professionalism during and after assignments.

## 3. CONTENT, LEARNING MATERIALS & INTELLECTUAL PROPERTY

The Trainer shall collaborate with Sieger Group in:

- Session planning
- Program customization
- Content development
- Learning design
- Program reviews

All content developed specifically for Sieger Group client assignments shall become the property of Sieger Group unless otherwise agreed in writing.

The Trainer shall not distribute, reproduce, share, sell or commercially exploit Sieger Group proprietary content without written authorization. Any pre-existing intellectual property belonging to the Trainer shall remain the Trainer’s property provided ownership is disclosed before assignment confirmation. Sieger Group reserves the right to record training sessions for quality assurance, client requirements and internal learning purposes.

Trainer Signature: \_\_\_\_\_

## 4. COMMUNICATION PROTOCOL

All client communication shall be routed through Sieger Group.

The Trainer shall:

- Keep Sieger informed of all client interactions.
- Avoid independent negotiations with clients.
- Copy the Sieger representative in relevant communications.
- Not commit to pricing, program modifications or commercial arrangements without written approval.

Any direct client contact shall be immediately reported to Sieger Group.

## 5. CLIENT CONFIDENTIALITY

The Trainer shall maintain strict confidentiality regarding:

- Client names
- Participant information
- Program schedules
- Commercial terms
- Training content
- Business information
- Internal documents
- Strategies and operational information

Confidential information shall not be disclosed to any third party without written approval.

This obligation shall survive termination of empanelment.

## 6. NON-SOLICITATION & NON-CIRCUMVENTION

For a period of twenty-four (24) months following completion of any assignment:

The Trainer shall not:

- Directly solicit business from Sieger clients.
- Bypass Sieger Group for client assignments.
- Independently negotiate training assignments with Sieger clients.
- Recruit Sieger employees, associates or empanelled trainers.

Violation may result in immediate removal from the panel and legal action.

## 7. BRANDING & SOCIAL MEDIA

The Trainer shall not:

- Publish client information.
- Post client photographs without approval.
- Share training videos without authorization.
- Discuss commercial arrangements publicly.

Any social media post relating to Sieger assignments requires prior written approval.

Trainer Signature: \_\_\_\_\_

## 8. QUALITY STANDARDS

The Trainer agrees to:

- Deliver programs according to approved objectives.
- Arrive prepared and professionally dressed.
- Use approved methodologies.
- Maintain participant engagement.
- Conduct effective learning debriefs.

Performance may be reviewed through:

- Client feedback
- Participant feedback
- Program observations
- Internal reviews

Repeated poor feedback may result in suspension or removal.

## 9. REPORTING REQUIREMENTS

The Trainer shall submit:

- Attendance records
- Feedback forms
- Program reports
- Assessment reports
- Expense documentation
- Completion reports

within the prescribed timelines.

## 10. ASSIGNMENT ACCEPTANCE

Empanelment does not guarantee assignments.

Assignments shall be allocated based on:

- Expertise
- Availability
- Client requirements
- Location
- Performance history
- Feedback ratings

The Trainer may accept or decline assignments.

## 11. PUNCTUALITY & ATTENDANCE

The Trainer shall:

- Report on time.
- Remain available throughout the assignment.
- Inform Sieger immediately of delays.
- Avoid last-minute cancellations.

Repeated cancellations may result in removal from the panel.

Trainer Signature: \_\_\_\_\_

## 12. DRESS CODE

The Trainer shall maintain a professional appearance.

Unless otherwise specified:

- Business formal or smart business casual attire is required.
- Clothing shall be neat and professional.
- Adventure programs may require activity-specific attire.

## 13. TRAVEL & ACCOMMODATION

Travel and accommodation arrangements shall be governed by the assignment confirmation.

- Reimbursements, where approved, shall be made only against valid bills.
- Economy-class travel shall normally apply unless otherwise approved.

## 14. LOCAL STATION TRAINERS – TRAVEL, STAY & PROGRAM LOGISTICS

For assignments within the Trainer's local city or operating area:

### Professional Fee

The agreed facilitation fee, training fee or consulting fee shall be payable as per the confirmed assignment.

### Local Travel

The following shall be borne entirely by the Trainer:

- Taxi / Cab charges
- Auto charges
- Fuel expenses
- Personal vehicle expenses
- Parking charges
- Metro / Bus expenses
- Local transportation expenses

No reimbursement shall be made unless specifically approved in writing.

### Accommodation

No accommodation expenses shall be borne or reimbursed by Sieger Group for local station assignments.

### Food & Beverages

Food and beverages provided during the training session or event shall be borne by the client and/or Sieger Group as per event arrangements.

Trainer Signature: \_\_\_\_\_

## No Additional Claims

No claims shall be raised for:

- Local travel
- Conveyance
- Fuel
- Parking
- Accommodation
- Personal incidental expenses

unless approved in writing.

## 15. PAYMENT TERMS

Payment shall be subject to:

- Successful completion of the assignment.
- Submission of invoice.
- Submission of required reports and documents.

Applicable taxes shall be the responsibility of the Trainer.

## 16. CONFLICT OF INTEREST

- The Trainer shall disclose any actual or potential conflict of interest.
- The Trainer shall avoid any activity that may adversely affect Sieger Group, its reputation or its clients.

## 17. DATA PRIVACY & INFORMATION SECURITY

The Trainer shall:

- Protect participant information.
- Protect client records.
- Maintain secure storage of confidential information.
- Avoid unauthorized sharing of data.

Any breach shall be immediately reported.

## 18. ALCOHOL, DRUGS & MISCONDUCT

The Trainer shall not:

- Report under the influence of alcohol.
- Consume alcohol during assignments.
- Possess illegal substances.
- Engage in misconduct or inappropriate behaviour.

Violation may result in immediate termination.

Trainer Signature: \_\_\_\_\_

## 19. HEALTH & SAFETY

The Trainer shall:

- Follow venue safety procedures.
- Follow client safety guidelines.
- Report incidents immediately.
- Prioritize participant safety.

## 20. PREVENTION OF HARASSMENT, MISCONDUCT & PROFESSIONAL BOUNDARIES

Sieger Group maintains a strict zero-tolerance policy towards harassment, discrimination, bullying, intimidation and inappropriate conduct.

The Trainer shall:

- Maintain professional boundaries.
- Comply with POSH regulations.
- Avoid inappropriate comments, gestures or behaviour.
- Avoid unwelcome physical contact.
- Treat all individuals with dignity and respect.

Any complaint involving harassment, misconduct, discrimination or inappropriate behaviour may result in immediate suspension or termination.

## 21. ASSIGNMENT CANCELLATION POLICY

The Trainer shall avoid cancelling confirmed assignments.

Repeated last-minute cancellations may result in:

- Removal from future assignments.
- Suspension of empanelment.
- Recovery of losses where applicable.

## 22. TRAINER REPLACEMENT

Sieger Group reserves the right to appoint alternate trainers if required due to operational, client or quality considerations.

## 23. INDEPENDENT CONTRACTOR STATUS

The Trainer acknowledges that empanelment does not create employment.

The Trainer shall be responsible for:

- Income Tax
- GST
- Professional Tax
- Insurance
- Statutory obligations

Trainer Signature: \_\_\_\_\_

## 24. INDEMNITY

The Trainer agrees to indemnify Sieger Group against losses, claims, liabilities, damages, costs and expenses arising from:

- Negligence
- Misconduct
- Breach of confidentiality
- Legal violations
- Intellectual property violations

## 25. RECORDING, AI TOOLS & CONTENT SHARING

The Trainer shall not upload client information, participant data, recordings or proprietary content to public AI tools, social media platforms or external systems without written approval.

## 26. PROFILE USAGE RIGHTS

The Trainer authorizes Sieger Group to use:

- Name
- Photograph
- Profile
- Credentials
- Experience summary

for proposals, client presentations, marketing collateral and empanelment purposes.

## 27. LIMITATION OF LIABILITY

Sieger Group's liability, if any, shall not exceed the professional fee payable for the relevant assignment.

## 28. GOVERNING LAW & JURISDICTION

This agreement shall be governed by the laws of India.

Any disputes shall be subject to the exclusive jurisdiction of the courts of Chennai, Tamil Nadu.

## 29. TERMINATION OF EMPANELMENT

Sieger Group reserves the right to terminate empanelment immediately for:

- Breach of confidentiality
- Client complaints
- Misconduct
- Poor performance
- Fraudulent claims
- Harassment complaints
- Non-circumvention violations
- Unprofessional conduct

Trainer Signature: \_\_\_\_\_

### 30. CORE PRINCIPLES

All empanelled trainers shall:

- Act ethically and professionally.
- Protect client interests.
- Protect Sieger Group's reputation.
- Maintain confidentiality.
- Deliver excellence consistently.
- Foster long-term mutually beneficial relationships.

### TRAINER DECLARATION

By submitting my application and accepting assignments through Sieger Group, I confirm that I have read, understood and agreed to abide by these Trainer Empanelment Terms & Conditions.

I acknowledge that violation of any clause may result in suspension, removal from the empanelled trainer network, cancellation of assignments and/or legal action where applicable.

Trainer Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email ID: \_\_\_\_\_

Trainer Signature: \_\_\_\_\_

Date: \_\_\_\_\_