
Formal Agreement

This section outlines the legal agreement between the Coach, the Client, and the **AQ Adaptive Intelligence** Company.

Responsibilities:

This section outlines the specific duties and obligations of the Coach and the Client, as well as the Coach's adherence to the AQ Code of Ethics. This Responsibilities section of the coaching agreement outlines the specific duties and obligations of both the coach and the client during the course of the coaching relationship.

The **Coach** is responsible for maintaining the ethical standards and code of conduct established by the AQ Adaptive Intelligence community at all times during the coaching relationship. This includes adhering to the AQ Code of Ethics, accurately identifying their qualifications and experience, recognizing and disclosing any conflicts of interest, and maintaining confidentiality and security of client records. The coach is also responsible for clearly explaining the nature of coaching and the limits of confidentiality to the client before the start of the coaching relationship. They must also respect the client's right to terminate the coaching relationship at any time.

The **Client** is responsible for creating and implementing their own physical, mental, and emotional well-being, decisions, choices, actions, and results arising out of or resulting from the coaching relationship. They must also understand that coaching is not a substitute for therapy or medical treatment and that they should seek independent professional guidance as needed. The client is also responsible for deciding how to handle and incorporate coaching principles into different areas of their life, including work, finances, health, relationships, education, and recreation.

It is important for both parties to understand and agree to their respective responsibilities outlined in the coaching agreement to ensure a successful and productive coaching relationship.

Description of Services:

This section provides a detailed description of the coaching services offered by AQ Adaptive Intelligence, including **ADAPTIVE LIFE**, **ADAPTIVE MIND**, and **ADAPTIVE WEALTH**. This Description of Services section outlines the specific coaching services that will be provided to the client by AQ Adaptive Intelligence. Our **ADAPTIVE COACHING** services are divided into three main categories: **ADAPTIVE LIFE**, **ADAPTIVE MIND**, and **ADAPTIVE WEALTH**.

ADAPTIVE LIFE: Our coaching program utilizes the Wheel of Life as a tool to help clients identify areas of their lives that may be out of balance and set goals to improve them. Our coaches are highly trained and experienced in this specialized area and are dedicated to helping clients achieve their goals. We understand that every individual is unique and that a one-size-fits-all approach may not be effective. That's why we offer customized coaching programs tailored to the client's specific needs and objectives. We use a combination of techniques, including personalized personality tests, to identify the client's strengths, challenges, and areas for improvement and to develop a personalized plan to help them achieve their goals.

ADAPTIVE MIND: Our ADAPTIVE MIND services include NeuroHealing EEG full body meditation sessions and NeuroBreathwork. These are designed to help clients achieve a deeper level of relaxation and mental clarity. These services are intended to help clients improve their overall well-being and are not intended to be a substitute for therapy.

ADAPTIVE WEALTH: Our ADAPTIVE WEALTH program is designed to help clients create passive income through investments in cryptocurrency and keep their funds secure on the blockchain, away from the corrupt traditional finance system.

All of our services are provided by coaches who are trained and experienced in their respective areas and are dedicated to helping clients achieve their goals. We are committed to working with clients to identify their strengths, challenges, and potential areas for growth.

Scheduling and Fees:

This section outlines the schedule of coaching sessions, as well as the fees for the services provided. It includes information about discounts for package deals and forms of payment.

The AQ Company and Coach will work together with the Client to schedule coaching sessions. These sessions will be held on a regular basis, as agreed upon by all parties. The Coach will make every effort to accommodate the schedule of the Client, but in the event of a scheduling conflict, the Coach may offer alternative dates and times.

The Client will be responsible for paying the Coach for the professional coaching services provided to the Client. The fees for coaching services will be agreed upon in advance and will be based on the frequency and length of the coaching sessions. The Coach will provide an invoice to the Client at the beginning before any services are rendered, and payment is expected within 7 days of receipt of the invoice.

The Coach may offer special package plans or discounts for coaching services, such as 3, 6 or 12-month packages with 10%, 15%, or 20% discounts respectively. These packages will include 1, 2, or 3 sessions per week, and the discounts will be applied to each package plan. The Coach may also offer an additional 5% discount if the packages are paid with cryptocurrency. No other discounts shall be offered at this time.

The Coach may also offer additional services such as personalized personality tests, NeuroHealing EEG full-body meditation sessions, and NeuroBreathwork, which will be charged separately. The cost for these additional services will be agreed upon in advance and will be billed in addition to the coaching fee.

Procedures:

This section covers the process for scheduling and canceling sessions, as well as any other relevant procedures.

The Coach and Client will schedule an Initial Consultation to discuss the Client's goals and objectives for the coaching sessions. This consultation will also be used to determine the frequency and duration of the coaching sessions. The Coach and Client will agree on a schedule for the coaching sessions, with the Coach making every effort to accommodate the Client's schedule. The Coach will conduct the coaching sessions via telephone or video conferencing and will provide the Client with necessary materials and resources, such as worksheets or assessments, prior to, after, or during each session. The Coach will provide the Client with a summary of each session, including any action steps or homework assignments for the Client to complete before the next session. The Coach will be available to the Client between sessions for brief check-ins or clarifications via phone or text message, however, any extended communication or additional sessions outside of the agreed-upon schedule will be billed separately. The Coach may also recommend the client access our website, Youtube, Patreon, Discord, and social media platforms as additional tools and resources. The Coach will keep data-driven records of the coaching sessions, including notes and progress reports. These records will be kept confidential and may be anonymously used in research to better our products and services.

Confidentiality:

This section covers the Coach's obligation to maintain confidentiality, as well as the conditions under which confidentiality may not be maintained. The Coach agrees to maintain the strictest level of confidentiality with all client information, even if release is required by law. The Coach will not disclose any information shared by the Client during coaching sessions to any third party without the Client's written consent. This includes any notes or progress reports kept by the Coach.

The Coach and Client will have a clear understanding and agreement as to how coaching information may or may not be exchanged among the Coach, Client, and any other relevant parties. The Coach will disclose to the Client any rare circumstances or conditions under which confidentiality might not be maintained (e.g. illegal activity, pursuant to a valid court order or subpoena, imminent or likely risk of danger to self or others, etc.) and will ensure that all parties understand and agree in writing to that limit of confidentiality.

Both the Coach and Client agree to honor and not interfere with or restrict the Coach's recognized duties and obligations under the AQ Code of Ethics, including the Coach's obligation to maintain the confidentiality of content revealed and discussed during coaching sessions.

Cancellation Policy:

This section outlines the policy for canceling coaching sessions, including any fees or charges that may apply. At **AQ Adaptive Intelligence**, we understand that unforeseen circumstances may arise that may prevent a client from attending a scheduled coaching session. However, as a professional coaching service provider, we have a strict cancellation policy in place to ensure that our coaches and clients are able to plan effectively and make the most out of their time together.

The following cancellation policy applies to all coaching sessions:

- The client must provide a prior minimum of 24 hours written notice for any cancellations or rescheduling of sessions. This can be done by text or phone call.

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- If the client cancels a session with less than 24 hours notice, the session will be considered a "late cancellation" and will be charged in full.
 - If the client does not show up for a scheduled session without any prior notice, the session will be considered a "no-show" and will be charged in full.
 - If the coach needs to cancel or reschedule a session, the coach will provide the client with at least 24 hours notice and will work with the client to find a mutually convenient time to reschedule.
 - If a session is canceled or rescheduled due to inclement weather or other unforeseen circumstances, the coach will work with the client to find a mutually convenient time to reschedule.
 - We do not offer refunds for missed or unused sessions.

We understand that sometimes things happen that are out of our control, and we will do our best to work with our clients in these situations. However, we must also take into account the time and effort put into preparing for each coaching session, and we ask that our clients do their best to respect our cancellation policy.

Termination:

This section covers the conditions under which the coaching relationship may be terminated by either party, as well as the process for doing so. It also includes a limited liability clause, stating that the Coach is not responsible for any actions or results arising from the coaching relationship. Either party may terminate this agreement at any time for any reason, with or without cause, by giving written notice to the other party. The Coach may terminate the agreement if the Client is in breach of any of the terms of this agreement.

Upon termination, the Coach will provide the Client with a summary of the work completed and any recommendations for the next steps. Any fees paid in advance for coaching sessions that have not yet taken place will be added as credit to the Client for future AQ Adaptive Intelligence events or services. Note that Termination forfeits all previously applied discounts and this may result in forfeiting any remaining credit.

The Coach will keep the records of all coaching sessions, including notes and progress reports but may provide you a copy as needed for progress evaluations or upon written request. These records will be

kept confidential and will not be shared with any third party without the Client's written consent even after Termination.

If the Coach terminates the agreement due to the Client's breach, the Client will not be entitled to any refund of fees. It is important to note that the termination of this agreement does not relieve either party of any obligations or liabilities that have accrued prior to the date of termination.

Limited Liability:

This Agreement for professional coaching services is entered after signing all pertinent paperwork.

Both parties acknowledge and agree that the Coach, in performing the professional coaching services under contract with the Company and for the benefit of the Company's employees, is bound to comply with the AQ Code of Ethics (and only this code of ethics) at all times during the term of this Agreement and while the coaching relationship is in effect. The Coach specifically disclaims any and all liability or responsibility for any claims, actions, losses, injuries of any kind or nature, or damages to person or property arising out of or resulting from the Client's voluntary decision to make use of the Coach's services or recommended resources.

Please note that this document is legally binding and the client is required to read, understand and accept the terms and conditions of the coaching process.

Please sign below to indicate acceptance of this Formal Agreement.

Client: _____ Date: _____

Coach: _____ Date: _____