

DCT FLO-Q Corporate Wellness Agreement & Intake Form

This Agreement ("Agreement") is entered into between Client and DCT FLO-Q Corporate Wellness ("Provider"), effective on the signature date.

A. Engagement Overview

Client Entity: _____

Industry: _____

Location: _____

Primary Contact / Title: _____

Email: _____

Phone: _____

Program Type:

☐ 90-Day Pilot Program ☐ Monthly Retainer ☐ Hybrid (Pilot → Retainer)

Participating Population: _____ employees / _____ leaders

Delivery Format: ☐ Virtual ☐ Onsite ☐ Hybrid

Start Date: _____

End Date / Review Date: _____

B. Program Components & Definitions

1. Daily DCT Sessions (28-Day Cycles)

- Short, structured sessions delivered via digital playlist.

- Focus: stress reduction, cognitive reset, peak mental performance.
- Metrics: participation rate (% of enrolled employees completing ≥80% of sessions), pre/post stress survey score improvements, engagement logs.

2. Flo-Q C-Suite Leadership Coaching

- 1:1 executive coaching with proprietary Flo-Q methodology.
- Focus: burnout mitigation, decision-making quality, high-focus cognitive states, resilience.
- Metrics: leader engagement score, leadership performance improvement (pre/post assessments), turnover of direct reports.

3. Flo-Q Management Workshops

- Interactive workshops for managers.
- Focus: creative focus states, team energy management, and intergenerational collaboration.
- Metrics: post-workshop evaluation, manager effectiveness score, team engagement surveys.

4. Culture Coherence Consulting

- Company-wide integration of Flo-Q practices into organizational culture.

- Focus: resilience building, neurodivergent inclusion, alignment of behaviors with mission-driven values.
- Metrics: engagement survey change, culture alignment score, and absenteeism trends.

5. Team Collaborative Sessions (Flo-Q Teams)

- Group workshops to improve focus, energy, and intergenerational collaboration.
- Metrics: team cohesion score, project completion rates, collective stress reduction measurement.

6. Custom Integration:

- Tailored solutions addressing client-specific wellness and productivity needs.
- Metrics: agreed-upon outcome indicators attached in scope.

Deliverables Schedule: Attach detailed scope with session cadence, content summaries, and reporting deadlines.

C. Outcomes & KPIs (Expanded)

Client agrees on target outcomes, measured as follows:

Metric	Definition	Measurement Method	Target
Engagement Score Increase	Change in standardized engagement survey	Employee engagement survey	points
Turnover % Change	Reduction in voluntary separations	HR data	%
Burnout/Stress Reduction	Improvement in self-reported stress and physiological markers	Pre/post stress survey, optional biometrics	points
Absenteeism Change	Change in days missed per employee	HR payroll/attendance data	%
Leadership Performance Improvement	Measured via 360° feedback and KPI achievement	Pre/post assessment	points
Culture Alignment	Degree of team	Culture survey	%

adherence to mission-
driven practices

Reporting Cadence: ☐ Monthly ☐ Quarterly ☐ End of Pilot

D. Pricing & Billing

Pilot Program Fee (90 Days)

- ☐ Small (50–150 employees): \$_____
- ☐ Mid-Size (150–500): \$_____
- ☐ Enterprise (500+): \$_____

Billing Cadence:

- ☐ 50% upfront, 25% Day 45, 25% Day 90
- ☐ 3 equal monthly installments
- ☐ Other: _____

Retainer (Post-Pilot):

- ☐ \$_____ per month (advanced billing)

Includes: ongoing coaching, workshops, and culture support as defined in scope.

Coaching Add-Ons:

Executive: \$_____ / leader / month

Workshops: \$_____ / session

Reimbursable Expenses: Travel, materials, venue fees (billed at cost)

Taxes: All applicable taxes added

E. Practitioner & Delivery Responsibilities

Assigned Practitioners:

- **Lead Strategist:** Oversight of program design, integration, and KPI tracking
- **Executive Coach:** Individual leadership sessions, performance monitoring, resilience interventions
- **Training Facilitator:** Management workshops, team sessions, data collection, and reporting

Responsibilities:

- Practitioners deliver all sessions per the agreed schedule.
- Provider will provide session agendas, content outlines, and participant feedback reports.
- Utilization assumptions defined: minimum X hours/week per leader, minimum Y sessions/month per team. Scheduling subject to availability.

F. Minimum Engagement Terms

Service	Minimum Commitment
Pilot Program	\$_____ / minimum 50 employees
Retainer	Minimum 3 months
Executive Coaching	Minimum 3 leaders
Workshops	Minimum 2 sessions monthly

G. Payment Terms

- Fees are due per selected cadence.
- Overdue payments incur interest at prevailing rates.
- Non-compliance with minimum engagement may result in prorated billing adjustments.

H. Data & Access

Client to provide:

- Engagement survey results (baseline and ongoing)
- Leadership assessment data (pre/post)
- Access to HRIS/analytics platforms for absenteeism, turnover, and engagement metrics

Provider responsibilities:

- Ensure all data is handled securely per mutual NDA.
- Analyze and report data according to agreed metrics.
- Maintain confidentiality and adhere to privacy laws (HIPAA, GDPR if applicable).

I. Termination

- Either party may terminate with 30 days written notice.
- Fees earned for services delivered are non-refundable.
- Termination does not absolve outstanding payment obligations.

J. Authorization

Client Representative: _____

Title: _____

Signature: _____

Date: _____

Provider Representative: _____

Title: _____

Signature: _____

Date: _____