

A QUICK REFERENCE FOR HR, PROCUREMENT, FINANCE, AND IT

Easy to *approve.*

Everything below reflects how Chakra Hours actually operates. We are built to be straightforward for your procurement, finance, and security teams to evaluate and approve.



BUSINESS BASICS

- **Vendor:** Chakra Hours, founded by Nina Mua, based in Dallas, Texas.
- **Legal entity:** Image Media Lab, doing business as Chakra Hours
- **Tax ID / EIN:** 46-4042149
- **Contact:** info@chakrahours.com · 469-712-4450 · 5301 Alpha Rd Suite 80, Dallas, TX 75240
- **What we provide:** live, human-led workplace wellbeing education, delivered online or onsite across Dallas-Fort Worth.

PAPERWORK AND TERMS

- ✓ **W-9** provided on request for vendor setup.
- ✓ **Certificate of Insurance** provided on request. Chakra Hours is fully insured.
- ✓ **Master Services Agreement:** a standard MSA is available, and we can work from your paper.

- ✓ **NET-30 invoicing** available on request for qualifying engagements; card payments processed securely by Stripe (we do not store full card numbers).

DELIVERY AND ACCESS

- Online sessions run live over **Zoom or Microsoft Teams**; onsite sessions are delivered in person across Dallas-Fort Worth.
- **No app to install**, and no employee logins or accounts are required to participate. Employees join through a standard meeting link or attend in person.

DATA AND PRIVACY

- We collect only what we need to schedule and deliver the program, such as a coordinator's name, work email, and the details of your request.
- **We do not collect employee health information or PHI.** Our programs are general in nature.
- **We do not track employees, and we do not sell personal information.**
- **Service providers we rely on:** Stripe (payments), Airtable (inquiry and customer records), Resend (email), Google Analytics (website analytics), Elfsight (booking and reviews widgets), Vercel (hosting), and Zoom and Microsoft Teams (live sessions).
- **Employer-provided rosters:** when you give us an attendee list to deliver a program, we act as your service provider and use it only to provide the service. You remain responsible for any privacy notices your employees require.
- **Governing law:** Texas. Full detail in our Privacy Policy (chakrahours.com/privacy-policy) and Terms (chakrahours.com/terms).
- We use reasonable administrative and technical safeguards, including encrypted (HTTPS) connections. We do not hold SOC 2, ISO 27001, or HIPAA-covered status, and our scope of data does not require them.

NOT MEDICAL CARE

Chakra Hours sessions are educational wellbeing programming. They are not medical care, therapy, psychological treatment, or personalized nutrition or fitness advice, and they are not a substitute for professional care. Participants take part within their own comfort level.