

Terms & Conditions of Get CSR Connected Workshops

- 1) Responsible Business** – your organisation agrees to Get CSR Connected exploring your ethical standing, responsible status and any associated policies. Where necessary you agree to provide any relevant policies and/or information, prior to completing your booking. Get CSR Connected reserves the right to refuse any organisation access to workshops if they are deemed to be unethical, discriminatory, dishonest or not acting in good faith;
- 2) Discrimination** – Get CSR Connected will not, within its knowledge, offer or engage in activities with any organisation that discriminates against race, sexual orientation, marital status, economic status, religion/belief, sex, age or disability. If Get CSR Connected discovers that any of its customers, partners or members have acted discriminatorily, their activity will be immediately terminated and no refunds will be given;
- 3) Workshop Fees** – for each workshop are payable when booking. Fees are exclusive of VAT. Get CSR Connected accepts payment by cheque made, out to "Get CSR Connected CIC", PayPal through account workshop@getcsrconnected.org.uk or by BACS to the following bank details Get CSR Connected CIC, sort code 08/92/50, account number 07094107;
- 4) Cancellation Policy** – if workshop places are cancelled less than 2 weeks before a workshop, no refunds will be given. If places are cancelled between 2-4 weeks before a workshop, 50% of the fee will be refunded. 100% of fees will be refunded where places are cancelled more than 4 weeks before a workshop;
- 5) Date Transfer Policy** – if booked participants wish to change the date of their workshop our policy is: >3 weeks before £20 charge, 2-3 weeks before £35 and less than 2 weeks before £50;
- 6) Booking Policy** – where bookings are made, applicable fees are payable at the time of booking. Until we receive such monies, we shall be free to offer the workshop places to other interested parties. Booked workshop places will be confirmed via email once payment has been cleared;
- 7) Public Promotion** – as an organisation participating in a Get CSR Connected workshop you agree to us using your name (and logo if provided) to promote your participation on our website, in our newsletters, in public relations promotions (i.e. publicly). All press/promotional activity will always be agreed, in advance, in partnership with your organisation's representative;
- 8) Intellectual Property** – Get CSR Connected's format and logo is the exclusive property of Get CSR Connected. Although organisations are sometimes permitted to use Get CSR Connected's logo or name, no intellectual property rights shall transfer to organisation and therefore shall remain the property of Get CSR Connected;
- 9) Complaints** - in the event of conflict or complaint, please contact us at workshop@getcsrconnected.org.uk, 12 West Street, Ware, Herts SG12 9EE or 01920 485552 to resolve any issues. If you are unsatisfied with the response, please contact provide a formal written complaint (by email is acceptable) and we will respond to you within 7 days to acknowledge your letter. Your complaint will then be fully investigated with an outcome reached with you within 30 days.