

# Terms and Conditions - P & C Leadership Circle Program

## 1. Acceptance of Terms

By registering for and participating in the People and Culture (P & C) Leadership Program ("Program"), participants acknowledge that they have read, understood and agree to be bound by these Terms and Conditions.

## 2. Registration and Payment

2.1 Registration is confirmed only upon receipt of full payment or approved invoicing arrangements.

2.2 All fees are quoted in Australian dollars (AUD) and exclude applicable taxes unless otherwise stated.

2.3 Access to the Conference may be withheld until payment has been received in full.

2.4 Registration is personal to the participant and may not be transferred, shared or assigned without the prior written consent of Corporate Dojo Pty Ltd ("Corporate Dojo").

## 3. Program Access

3.1 Participants will receive access instructions and relevant Program information prior to commencement.

3.2 Participants are responsible for ensuring they have appropriate internet access, equipment, software and technical capability to participate effectively.

3.3 Corporate Dojo is not responsible for technical difficulties arising from a participant's equipment, internet connection or software limitations.

## 4. Use of Online Platforms

4.1 Corporate Dojo may utilise third-party platforms, including video conferencing tools, learning management systems and collaboration platforms, to facilitate Program delivery.

4.2 Participants are responsible for complying with the applicable terms of use of these platforms.

4.3 Participants must not:

- use Program platforms for unlawful purposes;
- upload or transmit material that is offensive, defamatory, discriminatory or infringes the rights of others;
- interfere with the operation or security of the platforms;
- share access credentials with unauthorised individuals.

4.4 Corporate Dojo reserves the right to remove content or restrict access where participant activity is inconsistent with these Terms and Conditions.

## 5. Program Content and Delivery

5.1 Corporate Dojo reserves the right to modify Program content, presenters, session dates, times or delivery methods where reasonably necessary.

5.2 Corporate Dojo will make reasonable efforts to notify participants of any significant changes.

5.3 Changes to Program content or scheduling do not entitle participants to a refund, except where required by law.

## 6. Participation Expectations

6.1 Participants are encouraged to actively engage in Program activities, discussions and learning opportunities to maximise the value of the experience.

6.2 While attendance at all sessions may not be mandatory, participants acknowledge that the effectiveness of peer learning and collaborative activities relies on consistent participation.

## 7. Participant Responsibilities and Conduct

7.1 The Program is intended to provide a psychologically safe, inclusive and respectful environment for professional learning and collaboration.

7.2 Participants agree to:

- engage respectfully with facilitators and other participants;
- maintain a professional standard of behaviour during live sessions and online interactions;
- contribute constructively to discussions and activities;
- respect differing perspectives, experiences and viewpoints;
- refrain from discriminatory, harassing, bullying, intimidating, offensive or disruptive conduct and communication
- avoid disruptive conduct that interferes with the learning experience of others.
- comply with any instructions provided by facilitators regarding participation in the Program.

7.3 Corporate Dojo may, at its discretion, address concerns relating to participant conduct through informal discussion, formal warnings, suspension of access or termination of participation.

# Terms and Conditions - P & C Leadership Circle Program

## 8. Conference Health and Safety

- 8.1 Participants agree to comply with all venue health, safety and emergency procedures.
- 8.2 Delegates should not attend the conference if doing so would breach any applicable public health requirements.
- 8.3 Corporate Dojo will take reasonable steps to provide a safe event environment but accepts no liability for personal injury except where required by law.

## 9. Confidentiality

- 9.1 Participants acknowledge that Program discussions, activities and peer learning sessions may involve the sharing of professional experiences, workplace challenges, sensitive information and insights provided by facilitators and fellow participants.
- 9.2 Chatham House Principle  
To encourage openness and the sharing of practical insights, participants may use information and ideas gained during discussions. However, neither the identity nor the affiliation of facilitators, speakers or participants, nor information that would reasonably identify them or their organisation, may be disclosed without the express permission of the individual or organisation concerned.
- 9.3 Participants agree to maintain the confidentiality of personal, commercial, sensitive or otherwise confidential information shared during the Program and must not disclose, reproduce, distribute or discuss such information outside the Program without the express permission of the individual or organisation concerned.
- 9.4 Facilitators will encourage confidentiality; however, Corporate Dojo cannot guarantee that all participants will comply with these obligations and accepts no liability for unauthorised disclosures by participants.
- 9.5 This clause does not apply where disclosure is required by law.

## 10. Guest Speakers and External Contributors

- 10.1 The views and opinions expressed by guest speakers, panelists or external contributors are their own and do not necessarily reflect those of Corporate Dojo.
- 10.2 Corporate Dojo accepts no responsibility for actions taken by participants based solely on information provided by external contributors.
- 10.3 Guest speakers may impose additional conditions relating to the use, recording or distribution of their materials, and participants agree to comply with any such conditions communicated by Corporate Dojo.

## 11. Networking and Participant Connections

- 11.1 The Program may facilitate networking opportunities between participants.
- 11.2 Participants remain solely responsible for determining the appropriateness of any professional relationships, collaborations or arrangements entered into as a result of Program participation.
- 11.3 Corporate Dojo is not responsible for the conduct, representations or actions of participants outside formal Program activities.

## 12 Recording of Sessions

- 12.1 Corporate Dojo may record Program sessions for educational, quality assurance or participant access purposes.
- 12.2 Participants will be notified if a session is being recorded.
- 12.3 Participants who do not wish to appear in recordings should advise Corporate Dojo and may choose to disable their camera or participate through alternative means where available.
- 12.4 Participants must not record, reproduce or distribute any Program sessions without prior written consent from Corporate Dojo.

## 13. Access to Recordings and Resources

- 13.1 Where session recordings or supplementary resources are provided, access will be granted for the period specified in Program communications.
- 13.2 Access rights are limited to the registered participant and must not be shared, transferred or made available to third parties.
- 13.3 Corporate Dojo reserves the right to remove or amend access to materials following the conclusion of the access period.
- 13.4 Participants acknowledge that not all sessions may be recorded and that Corporate Dojo is under no obligation to provide recordings.

# Terms and Conditions - P & C Leadership Circle Program

## 14. Conference Photography and Recording

- 14.1 The conference may be photographed, filmed or otherwise recorded for promotional, educational or archival purposes.
- 14.2 By attending, participants consent to the use of their image, voice or likeness in conference-related publications and marketing materials unless they notify Corporate Dojo in writing before the event.
- 14.3 Participants may not record presentations or sessions without the express permission of Corporate Dojo and presenter.

## 15. Intellectual Property

- 15.1 All Program materials, resources, recordings, presentations and content remain the intellectual property of Corporate Dojo.
- 15.2 Participants must not copy, reproduce, distribute, modify, publish, sell or otherwise exploit Program materials without prior written permission.

## 16. Program Cancellation or Postponement

- 16.1 Corporate Dojo reserves the right to postpone, reschedule or cancel the Program where circumstances require.
- 16.2 If Corporate Dojo cancels the Program, participants will be entitled to a full refund of fees paid.
- 16.3 If the conference is cancelled by Corporate Dojo, participants will receive a full refund of registration fees paid.
- 16.4 If the conference is postponed, registrations will automatically transfer to the revised date. Participants unable to attend may request a refund within the timeframe specified by Corporate Dojo.
- 16.5 Corporate Dojo will not be responsible for any additional costs incurred by participants, including travel, accommodation or other expenses.

## 17. Participant Cancellation

Payment for the Program is non-refundable but transferable.

## 18. Transfer of Registration

- 18.1 Participants may nominate an alternative participant to attend in their place, subject to approval by Corporate Dojo and receipt of written notification prior to the commencement of the online session.
- 18.2 If the Program is postponed, registrations will transfer to the new dates. Participants unable to attend on the new dates may request a refund within the timeframe advised by Corporate Dojo.
- 18.3 Corporate Dojo is not liable for any indirect or consequential losses arising from cancellation or postponement.

## 19. Privacy

- 19.1 Personal information collected during registration and participation will be used for the administration and delivery of the Program.
- 19.2 Participant contact details will not be disclosed to third parties without consent, except where required by law.

## 20. Disclaimer

- 20.1 The Program is intended for educational and professional development purposes only.
- 20.2 While reasonable efforts are made to ensure the accuracy and quality of Program content, Corporate Dojo does not guarantee that the information provided is complete, current or suitable for any particular purpose.
- 20.3 Participants remain responsible for exercising their own professional judgement when applying knowledge or tools gained through the Program.

## 21. Limitation of Liability

- 21.1 To the maximum extent permitted by law, Corporate Dojo is excluded from all liability for any loss, damage, cost or expense incurred by participants in connection with the Program.
- 21.2 Where liability cannot be excluded, Corporate Dojo's liability is limited to the amount of fees paid by the participant for the Program.
- 21.3 Nothing in these Terms and Conditions excludes rights that cannot be excluded under applicable consumer protection legislation, including the Australian Consumer Law.

## 22. Force Majeure

Corporate Dojo will not be liable for delays, interruptions or failure to perform obligations where such events arise from circumstances beyond its reasonable control, including but not limited to natural disasters, widespread technology outages, industrial disputes, public health emergencies or acts of government.

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## **23. Corporate Dojo Values and Right to Refuse Participation**

23.1 Corporate Dojo reserves the right to refuse, suspend or terminate participation where a participant's conduct is inconsistent with the purpose, values or professional standards of the Program.

23.2 Decisions made under this clause will be reasonable, proportionate and made having regard to the safety and wellbeing of all participants.

23.3 Where participation is refused prior to Program commencement, Corporate Dojo may, at its discretion, provide a full or partial refund.

## **24. Complaints and Dispute Resolution**

24.1 Participants are encouraged to raise concerns or complaints directly with Corporate Dojo as soon as practicable.

24.2 Corporate Dojo will seek to address concerns fairly, confidentially and in a timely manner.

24.3 If a complaint cannot be resolved informally, Corporate Dojo may implement an appropriate dispute resolution process before legal proceedings are commenced, unless urgent action is required by law.

## **25. Governing Law**

These Terms and Conditions are governed by the laws of Victoria, Australia, and participants submit to the non-exclusive jurisdiction of the courts of that State or Territory.