

## **Attendance & Cancellation Policy**

Third Sector Company acknowledges and understands that sometimes things do not go according to plan. In every education program and event, the intention is to offer maximum benefit to each of our customers and encourage participation by all participants.

When “life happens,” here is Third Sector Company’s policy regarding attendance and cancellations:

- **Academy Completions and Certificates/Badges:** For Interim Executives Academy, participation in at least 6 of the 7 sessions is required to earn a Certificate of Completion and license to use a Digital Badge signifying completion of the program.
- **Cancellations by the registrant:** Third Sector Company can issue full refunds to registrants up to 5 business days in advance of a program.
- **Substitutions:** At any time, participants have the option to send another person in place of the originally intended registrant. Please notify Third Sector Company of the substitution as soon as feasible.
- **No shows:** If a registrant is unable to attend an event and has not canceled in advance, payment will not be refunded. However, the registrant may sign-up for the same program in the future without additional cost.
- **Program minimums:** Third Sector Company wants to offer the best programs possible for its customers, which includes making sure there is a minimum participant level to assure maximum learning value. If a program must be canceled due to not meeting minimum enrollment, an alternative date or full refund will be offered.
- **Cancellations by Third Sector Company:** The organization reserves the right to cancel any event or offer substitute presenters for any reason. If Third Sector Company cancels an event, all current registrants will be contacted and offered either an alternative or full refund.

## **Justice, Equity, Diversity, and Inclusion Policy**

Third Sector Company Academy is committed to advancing justice, equity, diversity, and inclusion as foundational to its programs. As such, it will intervene during learning programs and service delivery, as necessary, to assure a safe and respectful learning community is maintained and advanced for all.

- **Our Commitment**: At no time will comments or questions that indicate an implied bias towards any person or peoples regarding, but not limited to, race, gender and gender identity, sexual orientation, ability, age, geographic location, or political affiliation be allowed.

- **Group Moderation**: When a perceived marginalizing, dishonoring, or biased comment or behavior occurs, Third Sector Company reserves the right to, first, point out the action as a respectful learning opportunity for all.

- **Program Removal**: Any participant in a Third Sector Company learning program or service delivery that partakes in any of the following activities, the company, at its sole discretion, reserves the right to remove a participant.

1. Soliciting contributions to a specific organization or advertising a fee-based event.
2. Sell a product or service offered by either an organization or an individual that would be considered a solicitation for business
3. Act in a disrespectful manner to other group members including disclosing personal information about others without their knowledge or permission
4. Use derogatory, biased, or defaming language

In those cases where any one or more of these situations has arisen, Third Sector Company will discuss with the registrant the circumstance and negotiate an appropriate course of action, which could include removal without basis for a refund.

### **Licensee Agreement**

- **Intellectual Property**: As a participant in our programs, you will be provided written materials as PDFs developed by Third Sector Company and Interim Executives Academy. These materials will include models, specific methodologies, and forms. You will also be provided materials developed by other sources with proper attribution and/or specific written permission to use as part of Third Sector Company's training programs.

All training materials presented are the property of Third Sector Company and Interim Executives Academy. Third Sector Company and Interim Executives Academy has secured trademarks and copyrights by the United States Patent Office on several submitted materials. The tuition fee you provide to Third Sector Company constitutes, in part, an exclusive licensing relationship for you to use the material for your personal development and professional benefit. Your license to use the material does not expire. However, you do not have permission to license the material, rebroadcast or duplicate for use by another individual or organization. As a licensee, you also do not have permission to remove the Third Sector Company or Interim Executives Academy logo(s) or modify the materials. Upon completion of an Academy, you will also receive an iconic

badge. You will be licensed to use this badge indicating your completion of the Academy.

You understand you are being licensed to use the material for your own personal use and professional development. Duplication or distribution of materials provided to you in any format is strictly prohibited.

## **Photography Release**

**You Acknowledge You'll Be on Screen to Others:** People will see your face using Zoom technology. You understand that it may be possible that other participants will take a screen shot at various times throughout a program which could include your likeness. You also understand that comments you put into the chat box can also be downloaded and used by participants as feature of Zoom. It is also possible that Third Sector Company will record some, if not all, segments of a workshop for later rebroadcast or education airing by others for a fee.

You understand that Third Sector Company may use your likeness as displayed on screen indicating your participation in a program and for promotional or rebroadcasting purposes without payment or any other consideration. You understand that the online classroom captured in real time is the property of Third Sector Company. Consequently, you waive any right to royalties or any other compensation for your likeness. You agree to hold Third Sector Company harmless for the misuse of screen shots or other likenesses that participants could capture during the classroom presentation.

You agree that you are over the age of 21 and are competent to contract in your own name. You acknowledge you are participating in a video conference using internet technology. You have read the photography release and grant Third Sector Company permission to include your likeness in photography and videography for the purpose of advancing Third Sector Company's mission, which could include rebroadcast of videotaped webinars, to be of service to nonprofit charitable organizations, associations and congregations.

## **Privacy Policy**

**Your Contact Information Will Remain Confidential:** Third Sector Company does not sell, rent, or otherwise disclose personal information collected by our site to third parties in the ordinary course of business. We will use personal contact information collected during the registration process to communicate with attendees and organizations.

**It's OK to Recognize You as a Member of the Academy:** Participants in all Interim Executives Academy programs form a unique learning community amongst one another. Many friendships develop that last for many years. Third Sector Company also maintains an online record of those who have completed the Interim Executives Academy which could include a class photograph.

You understand that Third Sector Company has your permission to include your name and an e-mail address to be given only to other Academy participants as part of a class roster. Your agreement upon registration further indicates your permission to have your name only (without e-mail address) on the Third Sector Company website as a graduate of Interim Executives Academy as an-online record of your completion and awarding of a certificate and badge.

**All questions regarding the policies of Third Sector Company should be directed to [info@thirdsectorcompany.com](mailto:info@thirdsectorcompany.com)**

*May 2026*