

## WiC Membership Terms and Conditions

*Women into Construction CIC is referred to as 'WiC' and 'our'.*

*The use of 'Member(s)', 'they', 'their', 'your' or 'yourselves' refers to the company who is, or, is considering becoming a member.*

### **General Terms:**

1. WiC memberships are agreed by email communication. When the Member (current or potential) confirms they would like to proceed an invoice is raised by WiC.
2. Memberships are annual and start on the date of the issued invoice and expire one year later for example - 1<sup>st</sup> Jan 2020 to 31<sup>st</sup> December 2020 or 1<sup>st</sup> May 2020 to 30<sup>th</sup> April 2021, etc.
3. Payment is due 14 days after the invoice issue date. If payment is not received at 14 days, automatic reminders will trigger. Automatic notifications will advise the Member of any further action that WiC will take regarding debt recovery, this may incur additional administration fees to the Member.
4. WiC will contact the Member prior to renewal. Please see 'Specific Terms' below for further detail.
5. Members must advise WiC of any changes to their membership contact.
6. WiC will endeavour to remind Members of the opportunities available to them during their membership period.
7. Membership subscriptions are non-refundable.

### **Specific Terms:**

#### **1. Use of our 'Positive about Women into Construction' logo (All members)**

- Upon receipt of the Members full membership payment, WiC will email the contact the latest version of our 'Positive about Women into Construction' logo. This can be and is actively encouraged to be used by yourselves on social media, marketing and recruitment activities to promote the partnership.
- The logo is solely for the use of the Company to whom membership was invoiced and correspondence made with, for the annual term of the membership only.
- On expiry of the membership all references to and use of the logo should be removed from all the platforms of promotion.
- If the Member is in the process of renewing the membership at the expiry date, then they may retain the previous logo until issued an updated version.
- If a Member is not renewing membership, WiC reserves the right to charge a fee for the continued use of an expired logo that is not removed. This will be at a daily rate in line with the last membership status.

#### **2. Link on our website endorsing your support for WiC as a Member (All members)**

- WiC will make every effort to ensure the information provided by the Member for their endorsement is correct when placed onto the WiC website. It is the Members responsibility to check this is accurate and to notify WiC of any mistakes within one month of uploading.

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- If the Member requests an amendment or update to their original link after one month, WiC reserves the right to charge the Member an administrative fee of £30 + VAT to cover this cost.
- If the Member is in the process of renewing the membership at the expiry date, the link will remain in place. If payment for the renewed membership is outstanding 7 days after the payment terms on the invoice, WiC will remove the link from the jobs page until payment is received.
- If a Member is not renewing membership or does not respond to WiC or communicate their wish to renew then WiC will remove the link.

### **3. *Link from our Job Opportunities page to your website for your current job vacancies (All members)***

- WiC will make every effort to ensure the information provided by the Member for their careers/vacancy/job page is correct when placed onto the WiC website.
- It is the Members responsibility to check this is accurate and to notify WiC of any mistakes within one month of uploading.
- If the Member requests an amendment or update to their original link after one month, WiC reserves the right to charge the Member an administrative fee to cover this cost

### **4. *Opportunity to speak at a WiC registration event (All members)***

- WiC holds registration events throughout the year, on-line and in various locations around the country. The Member will be offered an opportunity to speak at one of these events.
- If a member cannot attend the offered event, WiC cannot guarantee that an alternative event will be available.

### **5. *10% Discount when successfully referring new members (All members)***

- In order to be deemed a 'successful' referral the following criteria must be met:
  - The existing Member, the referrer must introduce the prospective Member via an on-line or email introduction to a WiC representative. The prospective Member must have given permission for this introduction.
  - The prospective Member cannot have had a membership with WiC within the last 2 years.
  - The prospective Member must have paid their membership fee in full.
- Once a referral meets the qualifying criteria, a credit note will be raised for the referrer. The credit will be at 10% of the referring Members current membership level and redeemable against future memberships.
- No cash refund will be offered.
- There is no limit to the number of referrals that can be made.

### **6. *Invitation to WiC Annual Event (All members)***

- WiC holds an annual event to celebrate its partnerships. All Members will receive an invitation to attend, this will be sent to the contact that WiC perceives to be the main point of contact within the Members organisation.

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- The invitation will stipulate the number of attendees invited and the process of acceptance.
- The event will be organised adhering to any public health guidance issued at the time.
- WiC reserves the right to cancel/postpone or re-organise the event should governmental advice, public health guidance or related organisational issues deem it necessary.

### **7. WiC Bi-Annual Bulletin update (All members)**

- WiC will issue an information bulletin to Members twice a year.
- Individual Members may or may not be named within the bulletin.
- If a Member does not wish to be named or referred to, they must contact a WiC representative to advise them of this. If the Member is included in a pending publication, every effort to remove the reference will be made, but cannot be guaranteed.
- The bulletin may contain information that has previously been issued on social media platforms.

### **8. 10% discount on our interactive diversity training, which can be tailored to your company (Gold members)**

- Members can contact a WiC representative at any point during their membership and request the full details of the course being offered.
- Dates are subject to availability.
- WiC will raise an invoice directly to the Member applying the 10% discount. Settlement terms are 14 days after the date of invoice, irrespective of the physical date training is provided.
- WiC will endeavour to remind Members of this opportunity during their membership period.

### **9. Priority Access to Special Events (Gold & Platinum members)**

- In addition to its Annual Event WiC may either hold, host or collaborate with other organisations on additional events throughout the year. Subject to capacity and suitability, priority access for attendance will be given to Gold and Platinum Members. Priority access will be granted for a minimum of 24 hours, after this time, any remaining capacity for the event will be communicated to Silver members or potential members.
- In all circumstances, allocation of spaces will be made on a first come, first served basis.

### **10. On-line promotion of your 'live' social media content via WiC watch party (Gold & Platinum members)**

- Members can notify WiC of 'live' social media content they are hosting, this will be communicated to our Clients and their involvement encouraged.
- Members should give as much notice as possible to WiC of any such event in order allow time to promote effectively through WiC channels of communication.

### **11. One free Diversity Training Course per annum and 15% discount on additional courses thereafter (Platinum members)**

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- Members can contact a WiC representative at any point during their membership and request the full details of the course being offered.
- Dates are subject to availability.
- For additional courses, WiC will raise an invoice directly to the Member applying the 15% discount. Settlement terms are 14 days after the date of invoice, irrespective of the physical date training is provided.
- WiC will endeavour to remind Members of these opportunities during their membership period.

### **12. *Publicity and Case Studies - creation of two relevant documents for PR and publicity use in your business (Platinum members)***

- WiC will create two relevant documents promoting the collaboration during the course of the annual membership. This may be in the form of a case study (which may include reference to other participating companies and be distributed accordingly), a report or another appropriate format.
- WiC will use these to promote a positive partnership with the Member via social media platforms.

### **13. *Access to a WiC representative to speak at one internal or external event (Platinum members)***

- A WiC representative will attend one internal or external event held by the Member during the course of the annual membership.
- The Member should contact WiC with the proposed date and details as early as possible in order to secure the representative.
- WiC cannot guarantee availability on any given date but will work in conjunction with the Member in order to find a mutually convenient date.
- WiC has representatives in London, Cambridge, Essex and Birmingham. WiC reserves the right to either, decline physical/in-person events held outside of these locations or charge the Member for related costs of attendance.
- The event can be remote or in person, restrictions permitting, and held within standard office hours. Events outside of standard office hours are subject to negotiation and may incur a fee reasonable to the request.
- WiC reserves the right to provide the representative deemed most suitable, conveniently located and having the necessary availability. WiC will consider specific requests from the Member and meet these where possible.
- If the WiC representative has to cancel their attendance at the event at short notice due to sickness, travel complications or any other unforeseen circumstances and a replacement representative is not available either in person or remotely, then the Member will be able to reschedule a representative to a new event, subject to availability and conditions noted.
- WiC will attend the event for the purposes of promoting the partnership and its benefits.
- WiC will endeavour to remind Members of this opportunity during their membership period.

### **14. *Opportunity for a current cohort of WiC women to attend a visit to one of your sites (Platinum members)***

- The Member can contact WiC at any point during their membership term to request or offer a site visit.

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- WiC may contact the Member directly to request a visit.
- WiC will collaborate with the Member to identify a suitable site, size of group, date and time for the visit to take place.
- WiC will actively promote the visit to the relevant cohort of women and encourage attendance.
- WiC cannot guarantee that all available places for the visit will be filled.
- WiC will endeavour to remind Members of this opportunity during their membership period.

#### **15. Guest appearance on a WiC Facebook live event (Platinum)**

- WiC holds Facebook live events throughout the year. The Member will be offered an opportunity to appear at one of these events.
- If a member cannot attend the offered event, WiC cannot guarantee that an alternative event will be available.