

BE THE BUSINESS ACCEPTABLE USE POLICY

This acceptable use policy sets out the terms between you and us under which you may access our website www.bethebusiness.com (the “**Website**”). This acceptable use policy applies to all users of, and visitors to, the Website.

Your use of the **Website** means that you accept, and agree to abide by, all the policies in this acceptable use policy, which supplement our terms of website use.

The **Website** is operated by The Productivity Group, trading as Be the Business (“**we**”, “**our**”, “**us**”) with company number 10754958, charity registration number 1173660 and registered office at Partnership House, Carlisle Place, London SW1P 1BX.

1. Prohibited uses

1.1 You may use the **Website** only for lawful purposes. You may not use the **Website**:

- (a) In any way that breaches any applicable local, national or international law or regulation.
- (b) In any way that is unlawful or fraudulent, or has any unlawful or fraudulent purpose or effect.
- (c) For the purpose of harming or attempting to harm anyone in any way.
- (d) To send, knowingly receive, upload, download, use or re-use any material which does not comply with our content standards set out in paragraph 3 below.
- (e) To transmit, or procure the sending of, any unsolicited or unauthorised advertising or promotional material or any other form of similar solicitation (spam).
- (f) To knowingly transmit any data, send or upload any material that contains viruses, Trojan horses, worms, time-bombs, keystroke loggers, spyware, adware or any other harmful programs or similar computer code designed to adversely affect the operation of any computer software or hardware.

1.2 You also agree:

- (a) Not to reproduce, duplicate, copy or re-sell any part of the **Website** in contravention of the provisions of our terms and conditions.
- (b) Not to access without authority, interfere with, damage or disrupt:
 - (i) any part of the **Website**;

- (ii) any equipment or network on which the **Website** is stored;
- (iii) any software used in the provision of the Website; or
- (iv) any equipment or network or software owned or used by any third party.

2. Interactive services

- 2.1 We may, from time to time, provide interactive services on our site, including but not limited to forums, survey and bulletin boards.
- 2.2 Where we do provide any interactive service, we will provide clear information to you about the kind of service offered, if it is moderated and what form of moderation is used (including whether it is human or technical).
- 2.3 We will do our best to assess any possible risks for users from third parties when they use any interactive service provided on **Website**, and we will decide in each case whether it is appropriate to use moderation of the relevant service (including what kind of moderation to use) in the light of those risks. However, we are under no obligation to oversee, monitor or moderate any interactive service we provide on **Website**, and we expressly exclude our liability for any loss or damage arising from the use of any interactive service by a user in contravention of our content standards, whether the service is moderated or not.
- 2.4 The **Website** is not intended for use by minors. Please do not use the **Website** if you are under the age of 18.
- 2.5 Where we do moderate an interactive service, we will normally provide you with a means of contacting the moderator, should a concern or difficulty arise.
- 2.6 If you come across any content on **Website** which in your opinion is in breach of this acceptable use policy, please let us know as soon as possible by emailing us on at enquires@bethebusiness.com

3. Content standards

- 3.1 These content standards apply to any and all material which you contribute to the **Website (contributions)**, and to any interactive services associated with it.
- 3.2 You must comply with the spirit and the letter of the following standards. The standards apply to each part of any contribution as well as to its whole.
- 3.3 Contributions must:
 - (a) Be accurate (where they state facts).
 - (b) Be genuinely held (where they state opinions).

- (c) Comply with applicable law in the UK and in any country from which they are posted.

3.4 Contributions must not:

- (a) Contain any material which is defamatory of any person.
- (b) Contain any material which is obscene, offensive, hateful or inflammatory.
- (c) Promote sexually explicit material.
- (d) Promote violence.
- (e) Promote discrimination based on race, sex, religion, nationality, disability, sexual orientation or age.
- (f) Infringe any copyright, database right or trade mark of any other person.
- (g) Be likely to deceive any person.
- (h) Be made in breach of any legal duty owed to a third party, such as a contractual duty or a duty of confidence.
- (i) Promote any illegal activity.
- (j) Be threatening, abuse or invade another person's privacy, or cause annoyance, inconvenience or needless anxiety.
- (k) Be likely to harass, upset, embarrass, alarm or annoy any other person.
- (l) Be used to impersonate any person, or to misrepresent your identity or affiliation with any person.
- (m) Give the impression that they emanate from us, if this is not the case.
- (n) Advocate, promote or assist any unlawful act such as (by way of example only) copyright infringement or computer misuse.

4. Suspension and termination

- 4.1 We will determine, in our discretion, whether there has been a breach of this acceptable use policy through your use of the **Website**. When a breach of this policy has occurred, we may take such action as we deem appropriate.

4.2 Failure to comply with this acceptable use policy constitutes a material breach of the terms and conditions of use of Website terms of use upon which you are permitted to use the **Website**, and may result in our taking all or any of the following actions:

- (a) Immediate, temporary or permanent withdrawal of your right to use the **Website**.
- (b) Immediate, temporary or permanent removal of any posting or material uploaded by you to the **Website**.
- (c) Issue of a warning to you.
- (d) Legal proceedings against you for reimbursement of all costs (including, but not limited to, reasonable administrative and legal costs) resulting from the breach.
- (e) Further legal action against you.
- (f) Disclosure of such information to law enforcement authorities as we reasonably feel is necessary.

4.3 We exclude liability for actions taken in response to breaches of this acceptable use policy. The responses described in this policy are not limited, and we may take any other action we reasonably deem appropriate.

5. Changes to the acceptable use policy

5.1 We may revise this acceptable use policy at any time by amending this page. You are expected to check this page from time to time to take notice of any changes we make, as they are legally binding on you. Some of the provisions contained in this acceptable use policy may also be superseded by provisions or notices published elsewhere on the **Website**.