

By accepting to use and participate in the INSEAD iLink platform, you signify your agreement to these Terms and Conditions.

Introduction

INSEAD is a large community that is dedicated to the creation and dissemination of knowledge.

The INSEAD alumni community is a robust, diverse and globally connected network, with more than 60,000 Alumni distributed across 175 countries and approximately 1,400 Degree Programme students. Our community consists of citizens of the world, understanding how to balance local and global perspectives, and have “experienced the world as it ought to be” as one graduate claimed.

This aspect of the INSEAD culture is very powerful and valuable in the 21st Century. In this smaller, connected world, it is critical that leaders view the world as a whole, and think and act both locally and globally. This has been part of the INSEAD culture for over 60 years.

At INSEAD, “diversity is not a synthesis. It’s a genuine, continuous and spontaneous series of encounters.”

We hope you will enjoy your encounters with our global INSEAD alumni and student community through the **INSEAD iLink platform**.

Terms of Individual Use

With so many diverse interests and nationalities, we need guidelines to support everyone’s learning experience. This Terms and Conditions upholds our values; they demonstrate respect for others in the INSEAD community and for the school’s facilities; and they help maintain our reputation in the external community. In this Terms and Conditions the expression INSEAD community shall include (but shall not be limited to) all INSEAD faculty, staff, students, programme participants, alumni and any other user of INSEAD’s premises.

As such, access to the INSEAD iLink Platform is granted to INSEAD’s students and alumni of INSEAD altogether “Users” and, individually “User”.

Users of the INSEAD **iLink** platform shall professionally network according to high ethical standards, professional integrity and social responsibility.

All users of the INSEAD **iLink** platform are expected to adhere to the principles of this Terms and Conditions and are subject to the below terms and conditions.

INSEAD reserves the right to terminate use at any point based on a user’s non-engagement or violation of the principles of the Terms and Conditions. Similarly, a user can choose to disengage at any time by closing its profile.

INSEAD **iLink** use is personal; users represent their personal views and not third parties including their employers or organizations.

Users shall engage with others following these principles:

- Present themselves professionally, while being courteous and respectful in all interactions with other users, whether in person, in writing, by phone, video chat, email or other means;
- Manage and monitor their digital identity content (including text, voice and picture). Users shall ensure that voicemail messages, recordings and e-mail address are professional and

shall make reasonable efforts to remove any material that other members may deem inappropriate or unprofessional;

- Acknowledge calls, emails and invitations, and respond appropriately in a timely manner (we recommend within 48 hours);
- Attend all scheduled one-on-one interactions with other users. As general principle, a two business days' notice for any cancellation shall be provided, if possible.

Compliance and Ethics

INSEAD's independence and intellectual integrity are of the utmost importance.

INSEAD adheres to the principles of human dignity, non-discrimination, fair treatment, ethical business, business integrity, anti-corruption, social responsibility, economic sustainability, fair competition, good governance, fair labour practice, health and safety, environmental protection and the rule of law.

Users shall safeguard those principles and avoid any action or inaction that could conflict with such principles, and refrain from any initiative or activity linked to the INSEAD iLink community that would conflict with those principles. Users' actions will reflect upon fellow participants and INSEAD. Users shall use the INSEAD iLink platform in accordance with all applicable laws and giving all consents necessary for the operation of the Privacy Policy. The INSEAD iLink platform should be used solely by users for their own personal needs only. It is strictly prohibited to use the Platform for any commercial purpose, including, without limitation, sending unsolicited chain messages or e-mails (SPAM), sharing and/or selling mailing-lists generated from the directory.

Users shall provide accurate information in all materials and actions during networking, communications, and career-related activities while interacting on or off premises with users and the broader INSEAD community.

The below is a non exhaustive list of DO's and DON'Ts users abide to respect:

- Do ask for advice and information
- Don't ask for a job, internship and personal contacts
- Do send a brief thank you letter or email after talking with a Member
- Don't expect users to automatically share their professional network contacts
- Do follow up with a user, if this falls within your mutually agreed actions
- Don't spam a user with multiple emails or phone calls

Intellectual Property, Rigour and Integrity

All content on the INSEAD iLink platform, including text, still and animated images, databases, programs, cgi, etc., is the exclusive property of INSEAD, or its licensors and is protected by copyright and other intellectual property laws. All rights not expressly granted are reserved.

INSEAD hereby grants users a non-exclusive, non-transferable license for an undetermined duration, revocable at any time without cause, to access, display, download as technically required for displaying, and print one copy of the content displayed on the INSEAD iLink Platform on any single computer solely for users' personal use, provided that users do not modify the INSEAD iLink Platform's content in any way. Users may not reproduce, modify, distribute, transmit, post, or disclose the INSEAD iLink Platform's content without INSEAD's written prior consent.

INSEAD iLink allows users to share content, ideas and outputs that may be subject to established standards for integrity and intellectual property sharing. Users are invited not to share confidential information or proprietary information without due safeguards.

Users are responsible for the content they share and must ensure to not infringe on any third-party intellectual property rights.

Projects, initiatives, meetings and any other outcomes of the interactions between Members are not automatically endorsed by INSEAD and cannot be branded as such without INSEAD's written permission.

INSEAD shall not be held liable for any third-party claims regarding the unauthorized use of content submitted by users. Users agree to indemnify and hold harmless INSEAD, their officers, directors, employees and agents against any and all claims, suits, actions, costs, counsel fees, expenses, damages, losses, liabilities, judgements and decrees in this regard.

Data Protection

Users are also reminded that personal data of all users must be protected at all-time according to applicable laws and regulations. Users shall not disclose personal data they may have access to third parties and shall not process or use personal data of users for other purposes than interacting on INSEAD iLink platform, without the prior express consent of the given user.

Compliance with laws including competition laws

Users comply with all applicable laws and shall not act in violation of applicable competition laws and therefore must avoid any discussions or activities that may violate such laws.

Messaging and Emails

The INSEAD iLink Platform provides users with a feature allowing them to send private messages and emails. This is an e-mail forwarding feature allowing users to redirect e-mails sent to their INSEAD iLink Platform's account to their own specific e-mail address. There is no obligation on INSEAD to maintain the feature for any given period of time or at any specific time. Users are responsible of the usage of this feature, which is made available only for private, non-business and non-commercial correspondence with other users with INSEAD.

Monitoring

INSEAD reserves the exclusive right to monitor your use of the INSEAD iLink Platform or refuse access to it to improve the quality as well as to avoid misuse, including breach of the Terms and Conditions relating to access to and use of it. Misuse shall be defined in particular as use dialogue which is unlawful, harmful, threatening, abusive, harassing, tortuous, defamatory, vulgar, obscene, libellous, invasive of another Member's privacy, objectionable or discriminatory against any gender, sex or sexual orientation, race, ethnic, nationality, physical or mental impairment, age, gender, colour, religious creed, national origin, ancestry.

Consequences of Inappropriate Behaviour and violation of this Terms and Conditions

Users are invited to submit any complain related to the "Find Advisor" module about misbehavior or violations by Members of these Terms and Conditions to ilink@insead.edu. Any complains related to the "Mentoring Programmes" that are run by the National Alumni

Associations or Global Clubs should be directed to the emails addresses indicated on the Contact section of the Mentoring Communities.

INSEAD will process complaints submitted by users and may organize, at its own discretion private discussions with users to exchange feedback. In the event of a material misbehavior or dispute, the user agrees that information recorded on the INSEAD servers with respect to use of the INSEAD iLink Platform, and in particular, the personal access codes assigned may be use by INSEAD to assess the complaint and subsequently produced by INSEAD and considered as conclusive proof.

INSEAD reserves the right to exclude access to the site to any user who appears to violate these Terms and Conditions without prior notice.

Disclaimer

The information provided in the INSEAD iLink Platform is subject to change without notice. INSEAD does not guarantee that such information is accurate, complete, or adequate, or that the information has been checked by INSEAD. Any information provided in the INSEAD iLink Platform, by INSEAD or user is provided as is. INSEAD recommend that you consult a professional on issue relating to information on the INSEAD iLink Platform before placing any reliance on it. Users are responsible for conducting their own independent due diligence on any issues raised by any material on the INSEAD iLink Platform. INSEAD disclaim any responsibility relating to the information contained on it and disclaim any responsibility, whether arising from any negligence or otherwise, concerning such information. INSEAD does not guarantee that the INSEAD iLink Platform will perform without errors or continuously. Specifically, INSEAD does not guarantee any level of performance or of the lifetime e-mail facility and disclaim all liability arising from use of lifetime e-mail or its non-performance.

Third-party web sites

The INSEAD iLink Platform may provide links to third-party web sites or applications for use at users' discretion. INSEAD has no responsibility whatsoever for the content, terms of use or privacy policies of third party web sites or applications.

Governing Law and Jurisdiction

This Terms and Conditions – and all questions, claims or disputes arising from the Terms and Conditions – shall be governed by French law and the exclusive place of jurisdiction shall be TGI Fontainebleau, France.