



# Terms and Conditions

**Policy Title:** Terms and Conditions

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## **1. Introduction**

These Terms and Conditions outline the agreement between Joshua Brown-Smith and individuals or organizations seeking his services or working with him. By engaging with Joshua Brown-Smith, you agree to comply with these terms.

## **2. Scope**

These terms apply to:

- Clients seeking services provided by Joshua Brown-Smith.
- Individuals or organizations collaborating with or working for Joshua Brown-Smith.
- Any professional or voluntary engagements.

## **3. Services Provided**

Joshua Brown-Smith offers various services, including but not limited to:

- Speaking
- Facilitation
- Consultation and advisory work
- Workshops and training sessions

## **4. General Terms**

- Services are provided subject to availability and agreement.
- All engagements must be confirmed in writing.
- Payment terms will be agreed upon before work commences.
- Confidentiality must be maintained by both parties.

## **5. Payment and Fees**

- Payment terms will be outlined in individual contracts or agreements.
- Late payments may incur additional charges.
- No refunds will be issued unless explicitly agreed.

## **6. Working Agreement**

- Clear expectations will be set for any working relationship.
- Professional conduct is expected from all parties.
- Any breach of agreement may result in termination of services or collaboration.

## **7. Confidentiality and Data Protection**

- All client or collaborator information will be kept confidential.
- Personal data will be handled in accordance with the Data Protection Act 2018 and GDPR regulations.
- Information will not be shared with third parties without consent unless required by law.

## **8. Safeguarding Responsibilities**

- All parties must adhere to safeguarding policies where relevant.
- Any safeguarding concerns must be reported following legal and ethical guidelines.

## **9. Termination of Services**

- Either party may terminate services with written notice.
- Immediate termination may occur in cases of misconduct, breach of confidentiality, or failure to meet agreed terms.

## **10. Liability**

- Joshua Brown-Smith is not liable for indirect losses or damages resulting from services provided.
- Liability for direct damages is limited to the fees paid for services.

## **11. Dispute Resolution**

- Any disputes should be raised in writing and resolved through mutual agreement.
- If unresolved, legal action may be pursued in accordance with UK law.

## **12. Amendments and Updates**

- These terms may be updated periodically.
- Any changes will be communicated to affected parties.

## **13. Governing Law**

These Terms and Conditions are governed by the laws of England and Wales.

## **14. Contact Information**

For any questions or concerns, contact:

- **Joshua Brown-Smith – Email:** [info@joshuabrown-smith.co.uk](mailto:info@joshuabrown-smith.co.uk)