



**SITE ACCREDITATION AND STANDARDS INSTITUTE
TERMS OF USE (Pages 1-9) AND PRIVACY POLICY (Pages 10-14)**

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(Effective Date: September 10, 2024)

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By submitting, uploading, posting or sending Submitted Materials to or on the SASI Sites, you: (i) represent and warrant that either (A) your Submitted Materials are original to you and that no other party has any rights thereto or (B) that you have the necessary licenses, rights, consents and permissions to use such Submitted Materials and submit them to the SASI Sites for the SASI's use in accordance with these Terms of Use and the purposes described on the SASI Sites, and that any "moral rights" in the Submitted Materials have been waived; and (ii) you grant to the SASI (and its affiliates) a royalty-free, unrestricted, worldwide, perpetual, irrevocable, non-exclusive and fully transferable, assignable and sublicensable right and license to use, copy, reproduce, modify, adapt, publish, translate, create derivative works from, distribute, perform, display, make, sell and export such material (in whole or part) and/or to incorporate it (in whole or in part) in other works (including, without limitation, the SASI Sites), products or services in any form, media, or technology now known or later developed. SASI cannot be responsible for maintaining any Submitted Material that you provide to SASI or on or through any SASI Site, and SASI may delete or destroy any such Submitted Material at any time.

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- obtain or attempt to gain unauthorized access to other computer systems, materials, information or any services available on or through the SASI Sites through any means, including through means not intentionally made publicly available or provided for through the SASI Sites;
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- create any links from a SASI Site (or include any links in your submissions to any Forum or any other part of a SASI Site) directed to Web sites or content owned or maintained by third parties;
- frame any third-party sites or content, in any manner that would constitute or could be interpreted as an endorsement or sponsorship by SASI of any third party site, content, information or other materials, or in any manner that would violate the terms and conditions of any such third party sites;
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- use the SASI Sites or the Site Content to, or in any other manner, violate, plagiarize or infringe the rights of third parties, including without limitation, copyright, trademark, trade secret, confidentiality, contract, patent, rights of privacy or rights of publicity or any other proprietary or legal right;
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- use the SASI Sites or its services (or any Site Content), in whole or in part, in violation of any applicable law.

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The SASI Sites may include certain features that would allow users to interact and communicate with each other and/or with the general public (such as messaging services, chat services, bulletin boards, message boards, blogs and other similar forums, areas and services) (collectively, the "Forums"). All of the terms and conditions set forth in these Terms of Use (as well as any other applicable, supplementary terms and conditions posted or otherwise made available in connection with particular features or services on the SASI Sites), are applicable to your use of the Forums. It is important to remember that content submitted to a Forum may be recorded and stored in multiple places, both on the SASI Sites and elsewhere on the Internet, and you may have no control over who will access or view them eventually. Therefore, you should be careful and selective about the information that you choose to disclose in such Forums and on the SASI Sites in general about yourself and others, and in particular, you should not disclose any sensitive, personally identifiable, proprietary or confidential information in your submissions to the Forums.

8. Right to Monitor and Editorial Control

SASI reserves the right (but does not have nor assume any obligation) to monitor and/or review all information and materials posted or otherwise submitted to the SASI Sites (including, without limitation, the Forums). SASI is not responsible for any such materials. However, SASI reserves the right at all times to disclose any information as necessary to satisfy any law, regulation or government request, or to edit, refuse to post or to remove any information or materials, in whole or in part, that in SASI's sole discretion, are objectionable or in violation of these Terms of Use, SASI's policies or applicable law. SASI may also impose limits on certain features or restrict your access to part or all of the SASI Sites, without notice or penalty, if SASI believes you are in breach of these Terms of Use or applicable law, or for any other reason without notice or liability.

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We may make certain products and services available for purchase or download to users of the SASI Sites. You may only order products or services if, and you hereby represent and warrant that, you are domiciled in the United States and you are 18 years old (or the age of majority in your jurisdiction) or older. You agree to pay in full the prices for any purchases you make either by credit/debit card concurrent with your online order or by other payment means acceptable to SASI. You agree to pay all applicable taxes. If payment is not received by us from your credit or debit card issuer or its agents, you agree to pay all amounts due upon demand by us. Certain products and services that you may be able to purchase or download on or through the SASI Sites may be subject to additional terms and conditions presented to you at the time of such purchase or download.

11. Cancellations, and Refunds

Cancellations and refunds are subject to a three-tiered policy.

- **Fourteen Day Cancellation and Refund Policy:**

If the original purchaser cancels or requests a refund within fourteen (14) days of enrollment and contacts SASI in writing at admin@sasi-accreditation.org to request a refund; the original payment will be refunded (less credit card processor fees not to exceed five percent (5%) of the total purchase) using the method of payment to refund that was originally used to transmit payment to SASI.

Credit card processing fees are refunded to SASI at the sole discretion of the Bank or credit card processor and this refund policy may be modified based upon the individual facts and circumstances of each transaction. SASI will take reasonable steps to secure a full refund of the Purchaser's payment. However,

SASI will retain the right to withhold from the Purchaser's refund any portion of the Credit Card Processing charges retained by the Credit Card Processor (not to exceed five percent (5%) of the total purchase).

- **Greater than fourteen (14) Days and Less than thirty (30) Days Cancellation Policy:**
All cancellation requests after fourteen (14) days and within the first thirty (30) days of initial enrollment must be submitted in writing to admin@sasi-accreditation.org. The request should include a detailed explanation of why the original purchaser cannot continue in the course, training, or service. Any cancellation requests approved after fourteen (14) days and within thirty (30) days of enrollment will be in the form of a "transfer credit." A "transfer credit" enables the original Purchaser to elect to transfer your rights and privileges (course and website access relative to the tuition) to another person of your choice.
- **Thirty (30) Days or Greater Cancellation Policy:**
Thirty (30) days or greater from the initial enrollment, all course and services fees are non-refundable and non-transferable.

12. Linking to the SASI Sites

You agree that, without the prior express permission of SASI: (a) if you include a link from any other web site to the any SASI Site, such link shall open in a new browser window and shall link to the home page of a SASI Site; (b) you are not permitted to link directly to any image hosted on the SASI Sites, such as using an "in-line" linking method to cause the image hosted by us to be displayed on another web site; and (c) you may not link from any other web site to a SASI Site in any manner such that a SASI Site, or any page of a SASI Site, is "framed," surrounded or obfuscated by any third party content, materials or branding. The posting or creation of a link to any SASI Site signifies that you have read the restrictions described herein and agree to abide by their terms. SASI may, in its sole discretion, insist that any link to an SASI Site be discontinued, and SASI may revoke your right to link to an SASI Site from another web site at any time upon written notice to you.

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You may be able to link from the SASI Sites to third party web sites and third-party web sites may link to the SASI Sites ("Linked Sites"). You acknowledge and agree that SASI has no responsibility for any information, content, advertising, products, services or other materials on any Linked Sites, and that links to Linked Sites do not necessarily constitute an endorsement, approval, or sponsorship thereof by SASI. If you choose to rely on any Linked Site, you do so at your own risk and you assume all responsibilities and consequences resulting from such choice.

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18. Miscellaneous

These Terms of Use and the relationship between you and SASI shall be governed by the laws of the United States and the State of Florida, without regard to its conflict of law provisions. You agree that any cause of action that may arise under the Terms of Use shall be commenced and be heard in the appropriate court in the State of Florida. You agree to submit to the personal

and exclusive jurisdiction of the courts located within Orange County in the State of Florida. SASI's failure to exercise or enforce any right or provision of the Terms of Use shall not constitute a waiver of such right or provision. If any provision of the Terms of Use is found by a court of competent jurisdiction to be invalid, the parties nevertheless agree that the court should endeavor to give effect to the parties' intentions as reflected in the provision, and the other provisions of the Terms of Use remain in full force and effect.

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E-mail: admin@sasi-accreditation.org

PRIVACY POLICY

(Effective Date: September 10, 2024)

1. Summary

The Site Accreditation and Standards Institute (“SASI,” “we” or “us”) operates the sasi-accreditation.org website (the “Site”), which is hosted in the United States. We want you, our visitors, and members, to understand how we collect and use data about your Site visit. The privacy policy below identifies what information the Site collects, and what it is used for. We use cookies, which gather certain forms of information from your computer to help us monitor and improve Site usage and performance. Certain web pages may allow you to voluntarily submit personal information about yourself. This may include your name, address, email address, telephone or fax number, any content you post, and certain other information, which we explain in more detail below. You can choose not to provide us with this information, but certain portions of the Site may not be available to you.

We do not disclose this information to third parties for their marketing purposes without your prior consent, but we do use third party software and services to assist us with collecting and analyzing information regarding use of the Site. We may also disclose your information to others for other purposes, particularly if required to do so by law. The privacy policy for the Site is set forth below and you should contact admin@sasi-accreditation.org if you have questions or concerns about this policy or the use of your information.

2. Information Collection

This is our online privacy policy (“Web Privacy Policy”). This Web Privacy Policy applies only to activities we engage in on the Site and does not apply to activities that are “offline” or unrelated to the Site.

Anonymous Information. We may collect two types of information through this Site: anonymous information and personally identifiable information (“PII”). We collect certain anonymous data regarding the usage of the website. This information does not personally identify users, by itself or in combination with other information. We gather it to improve the performance of the Site. The anonymous data we collect can include information such as the type of browser you are using, IP address, the pages you view, and the length of your visit to the Site.

Personally Identifiable Information. We may also ask you to provide personally identifiable information on the Site, which may include your name, address, telephone number, fax number, company name, e-mail address and relevant details about your expertise and interests. This information can be gathered when you send us an e-mail, when you complete the specific web page request form, or as you complete or modify your personal profile. In all such cases you choose whether to provide us with the personally identifiable information, but certain portions of the Site may not be available to you, or we may not be able to respond to your inquiry effectively if you do not provide the PII requested.

My Registration Account. To provide some of the services on the Site, we ask you to provide additional personal information regarding your registration with SASI. This additional information may include existing account numbers, payment or credit card details, education, and certification preferences and so forth. We will use this information only to support your registration with us. This includes responding to your requests, customizing your experience on

the Site, communicating with you about your registration, and providing you choices about how to view and manage the products and services that you receive from us.

Surveys. We may occasionally request information from you via surveys. Your participation in these surveys is completely voluntary. The information that we request typically includes your contact details. If you choose to participate, the information that you provide may be shared with the survey sponsors. Survey information may also be used to monitor and improve the content and performance of the Site.

3. Cookies and Web Beacons

Cookies are small bits of data cached or stored on your computer based on Internet activity. We use cookies to monitor individual activity in aggregate to improve the Site. The information we gather may include IP address, user language, the operating system, browser type, the presence/absence of “flash” plug-ins, screen resolution, connection type, and information that identifies the cookie. However, no other user information is generally collected. On most web browsers, you will find a “help” section on the toolbar. This will tell you how to stop accepting cookies, how to be notified when you receive a browser cookie, and how to disable existing browser cookies. Remember though that without browser cookies you may not be able to take advantage of all our Site features.

We also use web beacons (also known as clear gifs), which are tiny graphics embedded on a web page to help us measure the effectiveness of particular content. Unlike cookies, web beacons are not stored on your computer’s hard drive.

4. Use and Disclosure Information

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In addition to using your information to populate your My Registration Account pages, SASI and our agents will use your personal information to process purchase orders that you submit via the Site and enable you to track the progress of purchase orders. This may include sharing certain data with delivery providers such as UPS and providing you access to shipper tracking numbers. Similarly, if you qualify for any rewards or discounts based on your purchase history,

this information too will be processed by us and our agents to enable your access to these benefits.

On certain of our Site pages where you have submitted detailed information concerning potential products or services, we will use this information only for the purposes of contacting you and determining which product or services may be most relevant to you. We will not share this information with any third party for their own marketing purposes without your prior consent. We may also disclose personally identifiable information in order to respond to a subpoena, court order or other such request. We may also provide such personally identifiable information in response to a law enforcement agency's request or as otherwise required by law.

We may provide your personally identifiable information to a third party if we file for bankruptcy, or there is a transfer of the assets or ownership in connection with proposed or consummated corporate reorganizations, such as mergers, acquisitions, or sales of business units.

Uses by Third-Parties. We do not provide your personally identifiable information to any third party for their own marketing purposes without your prior request or consent. We work closely with certain organizations to provide you with products and services. Sometimes these organizations make special offers available to our members. If you request to receive information about these offers, we will share your personal information with these organizations so that they can send you details about their special offers. You should know in advance that each of these organizations has its own policies with respect to the collection and use of personal information and that we are not responsible for their use of your information.

5. Information Security and Secure Transactions

We have implemented various security measures for the purpose of protecting your personal information against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access and against any other unlawful forms of processing. When you create a user profile and log in to a secure portion of our Site, your personal information benefits from the protections of Secure Sockets Layer ("SSL") technology. Our web servers have been enabled with SSL technology to automatically encrypt your information and help prevent unauthorized parties from viewing your account or payment information during a secure session. This is why you must enter your unique username and password each time you access your account information online or place a purchase order through the Site.

You are responsible for maintaining the confidentiality of your username and password. You are responsible for all uses of your password, whether or not authorized by you. You must inform us immediately of any unauthorized use of your username or password.

However, the transmission of data over the Internet by its nature entails the use of systems under the control of third parties, and as a result we will work to prevent any violation of the security systems but cannot ensure a total control of the security of such systems.

6. Other Websites

Please be aware that our Site may contain links to other sites on the Internet that are owned and operated by third parties. The information practices of those websites linked to our Site are not covered by this Policy. We are not responsible for the privacy policies of websites to which the Site links. If you provide any information to such third parties, different rules regarding the collection and use of your PII may apply. We strongly suggest you review such third party's

privacy policies before providing any data to them. These other sites may send their own cookies or web beacons to users, collect data or solicit personally identifiable information. We cannot control this collection of information. You should contact these entities directly if you have any questions about their use of the information that they collect.

7. Children

SASI understands the importance of protecting children's privacy in the interactive online world. The Site covered by this policy is not designed for or intentionally targeted at children 13 years of age or younger. It is not our policy to intentionally collect or maintain information about anyone under the age of 13.

8. Inquiries, Corrections and Complaints

Your data is submitted to SASI and is hosted and stored in a database on servers situated in the United States by us and by third parties on our behalf. If you are located outside the United States, your use of the Site constitutes your consent to the transfer of any personal information to the US.

You are responsible for ensuring that the personal information you have submitted or access through the Site is accurate and complete. You may change the information we have on file for you by accessing My Registration Account and entering any new or different details. If you have included payment details or credit card information, you may alter these via the appropriate link on your My Account page. Please contact us immediately if you notice changes to your profile that you did not request or if you notice any suspicious activity concerning your account. If you have questions or concerns regarding this Web Privacy Policy or about privacy at our Site, you should contact us by sending an email to admin@sasi-accreditation.org and we will try to resolve it.

Site Accreditation and Standards Institute, Inc.

PO Box 540206, Orlando FL 32854-0206 (USA)

Phone: 1+ 407-290-1597

E-mail: admin@sasi-accreditation.org

9. Modifications of the Web Privacy Policy

We reserve the right to modify this Web Privacy Policy at any time. We will notify you by posting an amendment to the privacy policy on the Site and highlighting the changes in an appropriate notice. Such modifications will become effective thirty (30) days after they are posted. We encourage you to frequently review the Web Privacy Policy for any modifications.

10. Your California Privacy Rights

A California resident who has provided personal information to a business with whom he/she has established a business relationship for personal, family, or household purposes ("California customer") is entitled to request information about whether the business has disclosed personal information to any third parties for the third parties' direct marketing purposes. In general, if the business has made such a disclosure of personal information, upon receipt of a request by a California customer, the business is required to provide a list of all third parties to whom personal information was disclosed in the preceding calendar year, as well as a list of the categories of personal information that were disclosed.

However, under the law, a business is not required to provide the above-described lists if the business adopts and discloses to the public (in its privacy policy) a policy of not disclosing customer's personal information to third parties for their direct marketing purposes unless the customer first affirmatively agrees to the disclosure, as long as the business maintains and discloses this policy. Rather, the business may comply with the law by notifying the customer of his or her right to prevent disclosure of personal information and providing a cost free means to exercise that right.

As stated in this Web Privacy Policy, we do not share information with third parties for their direct marketing purposes unless you affirmatively agree to such disclosure. If you do ask us to share your information with a third party for its marketing purposes, we will only share information in connection with that specific promotion, as we do not share information with any third party on a continual basis. To prevent disclosure of your personal information for use in direct marketing by a third party, do not opt in to such use when you provide personally identifiable information on one of our sites. Please note that whenever you opt in to receive future communications from a third party, your information will be subject to the third party's privacy policy. If you later decide that you do not want that third party to use your information, you will need to contact the third party directly, as we have no control over how third parties use information. You should always review the privacy policy of any party that collects your information to determine how that entity will handle your information.

California members may request further information about our compliance with this law by e-mailing admin@sasi-accreditation.org. Please note that we are only required to respond to one request per customer each year, and we are not required to respond to requests made by means other than through e-mail.

TERMS OF USE AND PRIVACY POLICIES

(Effective Date: September 10, 2024)

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