



EMERGE

Terms & Conditions for Participation

Effective for all EMERGE virtual trainings, webinars, workshops, online platform engagements and live learning sessions.

By participating in any EMERGE virtual session, you acknowledge that you have read, understood, and agreed to be bound by the following Terms & Conditions.

1. Purpose of the Programme

EMERGE, curated by TheBoardroom Africa with support from the Mastercard Foundation, provides career development opportunities, learning experiences, facilitated discussions, and skills-building programmes. These collected referred to as 'sessions', are designed to create a safe, inclusive, and confidential environment that supports meaningful dialogue, personal growth, and professional development.

2. Code of Conduct

During these sessions, all participants agree to:

- Engage respectfully with facilitators and fellow participants.
- Contribute in a manner that supports a positive and inclusive learning environment.
- Avoid any harassing, discriminatory, abusive, or disruptive behaviour.
- Use appropriate, professional language at all times.
- Participate in good faith, with openness, integrity, and respect for others' lived experiences and perspectives.

TheBoardroom Africa reserves the right to remove any participant whose conduct undermines the environment.

3. Confidentiality & Safe Space Commitment

EMERGE sessions rely on trust, openness, and a safe environment. To support this, all participants agree to the following confidentiality standards:

3.1 Safeguarding

TheBoardroom Africa is committed to maintaining a safe, respectful, and inclusive environment for all individuals participating in EMERGE activities. Safeguarding refers to the measures taken to protect participants from harm, abuse, harassment, exploitation, discrimination, or any misuse of power in connection with programme activities.

All EMERGE participants are expected to contribute to an environment that prioritises dignity, respect, and personal safety. Conduct that undermines the well-being or security of others, including harassment, intimidation, discrimination, or inappropriate use of influence or authority, is strictly prohibited.

EMERGE operates in accordance with [TheBoardroom Africa's Safeguarding Policy](#), which outlines the organisation's approach to safeguarding, reporting, and response. By participating in EMERGE activities, participants acknowledge and agree to adhere to the standards set out in this policy.

If a participant experiences or becomes aware of behaviour that may constitute a safeguarding concern in connection with the programme, they are encouraged to report the matter promptly. Concerns may be reported confidentially to:

Email: compliance@theboardroomafrica.com

Reports will be handled sensitively and confidentially, and TheBoardroom Africa will take appropriate steps to assess and address concerns in accordance with its safeguarding procedures.

TheBoardroom Africa reserves the right to investigate safeguarding concerns and to take appropriate action, which may include removal from the programme or restriction of access to EMERGE activities.

3.2 Confidentiality of Discussions

Participants must treat all conversations, stories, examples, reflections, and shared experiences as strictly confidential. This includes:

- Personal or professional information shared by participants, facilitators, hosts, or lecturers.
- Views, opinions, questions, or comments expressed during sessions by anyone
- Sensitive content, case studies, or experiential exercises

No participant may disclose information shared by another participant outside the session in a way that could identify the individual involved.

3.3 Chatham House Rule++

All EMERGE sessions operate under an **enhanced version of the Chatham House Rule** (“Chatham House Rule++”), which states:

Participants are free to use the insights and learning gained from the session, but neither the identity, affiliation, nor any identifying details of any participant or facilitator may be revealed, and no story or example may be shared in a way that could make the individual identifiable.

Under Chatham House Rule++, participants agree to:

- **No attribution:** no naming, or describing anyone in a way that could identify them
- **No implicit identification:** no sharing of roles, companies, industries, or contextual details that could reveal who contributed
- **No repetition of personal stories:** even anonymously, especially if the story itself is unique enough to identify someone
- **Use the learning, not the details:** insights may be applied, but session content may not be replicated, summarised with identifiers, or shared externally.

This enhanced rule is designed to protect the safety, confidentiality, and trust that underpin the EMERGE learning environment.

3.4 No Recording or Distribution

To preserve confidentiality:

- No recording, screenshots, transcripts, AI note-taking, or reproduction of any session content is permitted.
- No participant may circulate materials, discussions, or personal disclosures without written permission.

3.5 Responsibility for Confidentiality

Participants are responsible for upholding confidentiality at all times.

Neither TheBoardroom Africa nor its staff, partners, contractors, vendors, facilitators, and lecturers shall bear any responsibility or liability for any breach of confidentiality committed by participants.

Any breach may result in removal from the programme and restricted access to future activities.

4. Recording, Transcription & Use of Technology

To preserve confidentiality and respect intellectual property:

- **Participants are strictly prohibited from recording any content**, including via Zoom, third-party tools, screen-recording software, or mobile devices.
- **Automated transcription tools**, including AI-based note-taking applications, browser plug-ins, or similar tools, may not be used.
- **Participants must not replicate**, distribute, or publish any part of the session content without prior written consent.

TheBoardroom Africa reserves the right to monitor technological compliance during sessions.

5. Intellectual Property

All materials provided prior to, during or after an EMERGE session, including slides, frameworks, models, workbooks, exercises, templates, and facilitator content, are the **intellectual property of TheBoardroom Africa, its partners, or its faculty.**

Participants may:

- Use the materials for their **personal learning and development only.**

Participants may not:

- Reproduce, distribute, teach, publish, adapt, or use the materials for commercial or organisational purposes without written permission.
- Share EMERGE content with colleagues or external parties.
- Use the EMERGE brand or associated content without consent.

6. Data Privacy & Use of Personal Information

TheBoardroom Africa is committed to protecting your personal data and ensuring compliance with applicable laws.

6.1 Data Protection Compliance

- TheBoardroom Africa adheres to the **General Data Protection Regulation (GDPR)**, as well as **all relevant local data privacy and data protection laws**.
- Personal data collected through registration, attendance, participation, or programme engagement is processed lawfully, fairly, and transparently.

6.2 How Your Information is Used

Your personal information may be used for:

- Programme administration and operational purposes
- Session access, platform management, and attendance tracking
- Programme evaluation and quality improvement
- Alumni engagement and networking
- Communications relating to the EMERGE Programme and related initiatives

6.3 Marketing & Communications

Your **name, organisation, and job title** may be used for programme communications and publicity (e.g., cohort lists, welcome announcements), unless you opt out by emailing: **info@emergeleaders.com**.

6.4 Session Data

Where sessions are recorded (if applicable), this will be:

- **Clearly communicated to participants**, including the purpose of the recording; and
- **Stored securely on a restricted-access platform**, available only to EMERGE participants and solely for the duration intended or another period communicated by TheBoardroom Africa.

6.5 Participant Responsibility

Participants are responsible for:

- Ensuring that their participation environment complies with privacy expectations
- Avoiding the disclosure of sensitive or proprietary information without authority
- Respecting the data privacy and confidentiality rights of others

Neither TheBoardroom Africa nor its staff, partners, contractors, vendors, facilitators, and lecturers shall bear responsibility for any breach of data privacy or data protection rules by participants, including improper sharing, disclosure, or misuse of personal information.

By participating, you acknowledge and agree that:

- TheBoardroom Africa may collect and process personal information for programme administration, session access, attendance tracking, and programme evaluation.
- Session recordings may be made **by TheBoardroom Africa, provided this is explicitly agreed upon** with the facilitator for its intended purpose.
- Your **name, company, and job title** may be used for programme communications, promotional materials, and alumni engagement, unless you opt out by emailing **info@emergeleaders.com**.

All personal data will be handled in accordance with applicable data protection laws and TheBoardroom Africa's privacy standards.

7. Attendance, Substitution & Access

- Access to EMERGE sessions is **non-transferable**; participants may not send substitutes.
- TheBoardroom Africa reserves the right to amend session dates, hosts, or facilitators.

9. Limitation of Liability

TheBoardroom Africa and its facilitators will take reasonable steps to deliver high-quality learning experiences. However:

- The programme is offered for educational purposes and does not constitute professional, clinical, legal, or financial advice.
- TheBoardroom Africa is not liable for any decisions, actions, or outcomes based on programme participation.
- Participants are fully responsible for their own actions, well-being, and contributions during sessions.

10. Technical Issues & Platform Use

Participants are responsible for their own technology.

TheBoardroom Africa is not liable for disruptions caused by:

- Internet connectivity
- Device performance
- Software compatibility
- Technical failures outside its control

TheBoardroom Africa may provide reasonable technical support, but cannot guarantee uninterrupted access.

11. Removal from Programme

TheBoardroom Africa reserves the right to remove a participant for:

- Breach of confidentiality
- Misconduct or disruptive behaviour
- Unauthorised use of materials or recordings

- Violation of these Terms & Conditions

12. Amendments to Terms

TheBoardroom Africa may update these Terms & Conditions from time to time. Continued participation constitutes acceptance of any revisions.

13. Governing Law

These Terms & Conditions shall be governed by and interpreted according to the laws of the jurisdiction in which TheBoardroom Africa operates, unless otherwise specified.

14. Acceptance of Terms

By registering for and participating in any EMERGE session, you acknowledge that you have read, understood, and agree to abide by these Terms & Conditions.