Attendance and engagement

- GDF expects 100% attendance at both online and in-person events, barring exceptional and extenuating circumstances.
- GDF expects all participants at online events to have their videos on at all times. This supports the process of building a learning community and is also a legal requirement for security reasons.
- If a participant withdraws before the start of the programme their place will be offered to another individual who has completed the application process, subject to the individual agreeing to the T&Cs outlined here.
- Once a participant has started the programme but then withdraws, they will not be permitted to continue, unless there are extenuating circumstances.
- If a participant misses over 20% of the online programme and 100% of the in-person, this will likely affect whether the individual graduates.
- It is essential that all participants at in-person events do not use mobile phones, laptops and all other technical devices for personal work during the event sessions, unless they are using this equipment for note-taking/is directly connected to the programme.

Changes in programme

- GDF’s agendas are planned in advance, however they may change due to the needs of the group/external factors. GDF retains the right to change the advertised agenda for a GDF event without notice to participants.
- GDF will make every effort to inform participants of any changes to the programme well in advance.

Learning agreements

- In order to learn and thrive at GDF events, the participant must agree to uphold the following GDF agreements and values:
1) Critique the idea, not the individual.
2) Assume positive intent.
3) Come with an inquisitive mind and an open heart.
4) Respect everyone’s cultural, religious, racial (and other) backgrounds, histories and contexts.
5) Take responsibility for one’s own needs and self-care.
6) All opinions are to be heard and respected.
7) Create a brave space to challenge and learn from one another.

- The participant must agree to use and actively participate in GDF’s Learning Portal (Slack).
- The participant must be aware of and have read GDF’s Core Values.

Conduct

- The participant agrees not to:
  1. Post content or initiate communications which are unlawful, libellous, abusive, obscene, discriminatory, or otherwise objectionable.
  2. Falsely state, impersonate, or otherwise misrepresent their identity, including but not limited to the use of a pseudonym, or misrepresenting their current or previous positions and qualifications, or their affiliations with a person or entity, past or present.
  3. Upload, post, email, transmit or otherwise make available any content or initiate communications which include information that they do not have the right to disclose or make available under any law or under contractual or fiduciary relationships (such as insider information, or proprietary and confidential information learned or disclosed as part of employment relationships or under nondisclosure agreements).
  4. Upload, post, email, transmit or otherwise make available any content or initiate communication that infringes upon patents, trademarks, trade secrets, copyrights or other proprietary rights.
  5. Upload, post, email, transmit or otherwise make available any unsolicited or unauthorised advertising, promotional materials, “junk mail,” “spam,” “chain letters,” “pyramid schemes,” or any other form of solicitation. This prohibition includes but is not limited to using the GDF Online Learning Portal services or any third party software used to an online event or programme to connect to other users and send them unsolicited promotional messages without their permission.
  6. Upload, post, email, transmit or otherwise make available any material that contains software viruses or any other computer code, files or
programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment.

7. Stalk or harass anyone.

- When booking and paying for a GDF programme or event venue, GDF is acting as an agent on the participants' behalf. Participants will be subject to the terms and conditions of the venue.
- It is the participant’s responsibility to ensure that while attending the GDF programme and while on any third party premises he or she does not behave in an improper or disorderly manner or in a way which risks or causes damage to property, or in a way which is in breach of the terms and conditions of those premises.
- In the event of any such improper in person or online behaviour, GDF will have the right to require the participant to withdraw from the programme. In such circumstances, GDF will be entitled to retain any programme fee (where applicable).
- The participant will also be liable to indemnify GDF for any expenses or other liability it incurs or suffers as a result of any such improper behaviour.

Force majeure

- If, due to events outside of their control, GDF is forced to request a postponement or to cancel the programme, GDF will use reasonable endeavours to reschedule said programme. Where a fee has been paid and it is not possible for GDF to reschedule, GDF will offer a transferable credit for forthcoming programmes.

Cancellation

Notice of cancellation must be received in writing by email or post and is subject to the following terms:
- GDF will inform all shortlisted candidates about the hours/days required to complete the programme (e.g. attending the balance of events, or re-starting the programme in its entirety) in order to be able to achieve graduate status. Each participant must assess if they can realistically meet these requirements before confirming their place on the programme.
- Any notice of cancellation must be received prior to or within one month of the program start date.