

## Copyright and the Registered User

Intellectual property rights in all Off-the-Shelf Exercises are vested in The A&DC Group. The client's rights to Off-the-Shelf Exercises are strictly limited to a non-exclusive licence. In simple terms, this means that clients may only use the Exercises in accordance with our Terms & Conditions.

### Exercise Components

All of our Assessment & Development Centre Exercises (AC-EXS®) comprise a number of components, which vary according to the Exercise Type.

- Instructions For Participant (a component of all Exercise Types)
- Participant Report Form (provided free with the Instructions For Participant)
- Guide For Assessor (a component of all Exercise Types)
- Assessor Report Form (optional purchase)
- Roleplayer Report Form (provided free with the Instructions For Participant – Interview Simulations only)
- Instructions For Roleplayer (for use with Interview Simulations only)
- Instructions For Resource Person (for use with Fact Find Exercises only)
- Administrator's Instructions (automatically provided with every Exercise)

The main Exercise components are available separately so that clients can purchase the exact quantities they require. With copyright in mind, the following points are very important:

- Some Off-the-Shelf Exercise components are for one-time use only, ie they must be destroyed or archived for reference after a single administration but never used again for any other purpose
- Some Off-the-Shelf Exercise components are reusable, ie they can be used repeatedly by the same person
- None of the Off-the-Shelf Exercise components or substantial parts of them may be reproduced, copied, varied or adapted by any means or in any way whatsoever

Guidelines on the use of one-time use and reusable Off-the-Shelf Exercise components are provided below.

### One-Time Use

Document	Description	Copyright Policy
IFP	One Instructions For Participant (IFP) is required for each Participant who is expected to complete the Exercise	The IFP must not be re-used, re-produced or copied in any way
PRF	Each Participant should be given a Participant Report Form (PRF) for each Exercise they complete so that they can comment on how they approached the task	The PRF must not be re-used, re-produced or copied in any way
ARF	One Assessor Report Form (ARF) is required per Participant per Exercise so that each Assessor can record any ratings and write a summary of the Participant's performance in the Exercise	The ARF must not be re-used, re-produced or copied in any way

RRF	One Roleplayer Report Form (RRF) is required for each Participant who takes part in each Interview Simulation Exercise so that the Roleplayer can comment on their feelings and thoughts, and record their general perceptions of the interview experience	The RRF must not be re-used, re-produced or copied in any way
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## Reusable

Document	Description	Copyright Policy
GFA	Each Assessor needs to have a Guide For Assessor (GFA) for their personal use	The Assessor may reuse the GFA but it must not be re-produced or copied in any way for others to use
IFR	An Instructions for Roleplayer or Instructions for Resource Person (both called IFR) is required for each Roleplayer or Resource Person involved in an Interview Simulation or Fact Find Exercise	The Roleplayer or Resource Person may reuse the IFR but it must not be re-produced or copied in any way for others to use
AI	Administrator's Instructions (AI) are required for the person responsible for administering each Exercise. This document is automatically provided with every Exercise	The Administrator may reuse the AI but it must not be re-produced or copied in any way for others to use

## Bespoke Exercises

When A&DC write a bespoke Exercise, which is unique to the client and designed to meet a specific set of requirements, then copyright is vested in the client. However, The A&DC Group retains intellectual property rights on any proprietary pre-existing materials that are contained within the Exercise.

The client is granted a free and irrevocable licence to make use of the Exercise for their own purposes subject to our Terms & Conditions, but may not publish or circulate the Exercise outside of their organisation or re-sell it to a third party. Naturally, the design work incurs a one-off design fee but there are no recurring materials costs whatsoever.

Clients frequently ask us to create bespoke versions of Guide For Assessor (GFA) documents, which usually involves our assessment criteria being replaced by the client's own Competencies. Where these changes are made wholesale, the GFA is deemed to be bespoke for copyright and pricing purposes, ie we charge a one-off design fee, there are no recurring materials costs for the GFA component, and copyright is vested in the client save that The A&DC Group retains intellectual property rights on any proprietary pre-existing materials that are contained within the GFA.

## Customised Exercises

A customised Exercise might contain only minor modifications to the Off-the-Shelf version, such as using different names for people and places referred to in the simulation. When we make changes of this nature, we levy a nominal charge and the Exercise is still treated as an Off-the-Shelf version for pricing and copyright purposes.

Where we make more substantial changes, such as altering certain scenarios within the Exercise, we usually charge a design fee, which might be offset in part by lower recurring prices when the client re-orders the Exercise components. Such requests are dealt with on a case-by-case basis. However, the Exercise is still treated as an Off-the-Shelf version for copyright purposes. Again, such Exercises are assigned a special code.

### Your Responsibilities as a Registered User

We count ourselves very fortunate that the vast majority of our loyal customers act responsibly when using our Assessment and Development Centre Exercises. We are pleased to say that any rare occurrences of breach of copyright have been settled very amicably.

However, over the years we have encountered a few instances where clients have inadvertently broken copyright law by photocopying or re-using our Exercises in breach of our Terms and Conditions. It was evident that these instances were entirely due to negligence on the part of the individuals concerned, who simply weren't aware that what they were doing was unlawful.

In response to these infringements, here are some simple guidelines on copyright for all Registered Users:

- We register individuals to use our Exercises, not organisations. However, we would always seek to resolve all copyright disputes with the organisation concerned, ie the organisation that purchases the Exercises, unless this is the Registered User acting, for example, as an owner proprietor. This approach places great responsibility on the Registered User to act ethically and professionally on behalf of their employer when purchasing and using our Exercises
- All Registered Users should familiarise themselves and must comply with our Terms & Conditions
- If a Registered User chooses to delegate responsibility for purchasing our Exercises to a colleague, then the Registered User is responsible for educating that individual about our Terms & Conditions and particularly about which Exercise components are for one-time use and which are reusable
- It is not uncommon for our clients to use a mix of Off-the-Shelf, customised and bespoke Exercises. In these situations, the Registered User should make sure that they and other colleagues are perfectly clear about which materials can be copied and which ones can't, as well as which Exercise components are for one-time use and which are reusable. Preferably, simple guidelines based on our Terms & Conditions should be written down and if necessary displayed prominently near to photocopiers etc.
- Registered Users must ensure that Exercises supplied by A&DC are used by themselves, their colleagues and clients in the manner for which they were designed and in accordance with A&DC instructions
- Registered Users must inform A&DC if they change employer. We will only supply Exercises to organisations with Registered Users
- If you believe that one of your colleagues or clients may be using A&DC Exercises inappropriately and in breach of copyright, please notify us immediately

### Copyright Information

If you have any queries about your rights and responsibilities with regard to copyright and the use of our Exercises, please do not hesitate to contact us by email on [customersupport@adc.uk.com](mailto:customersupport@adc.uk.com)