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## **HALFAKER AND ASSOCIATES, LLC EMPLOYEE PORTAL TERMS AND CONDITIONS**

### **AGREEMENT BETWEEN USER AND HALFAKER AND ASSOCIATES, LLC EMPLOYEE PORTAL**

The Halfaker and Associates, LLC (Halfaker) Employee Portal is comprised of various Web pages operated by Halfaker.

The Halfaker Employee Portal is offered to you conditioned on your acceptance without modification of the terms, conditions, and notices contained herein. Your use of the Halfaker Employee Portal constitutes your agreement to all such terms, conditions, and notices.

### **MODIFICATION OF THESE TERMS OF USE**

Halfaker reserves the right to change without notice the terms, conditions, and notices under which the Halfaker Employee Portal is offered.

### **LINKS TO THIRD PARTY SITES**

The Halfaker Employee Portal may contain links to other Web Sites ("Linked Sites"). The Linked Sites are not under the control of the Halfaker Employee Portal and Halfaker is not responsible for the contents of any Linked Site, including without limitation any link contained in a Linked Site, or any changes or updates to a Linked Site. Halfaker is not responsible for webcasting or any other form of transmission received from any Linked Site. The Halfaker Employee Portal provides these links to you only as a convenience and the inclusion of any link does not imply endorsement by Halfaker of the site or any association with its operators.

### **NO UNLAWFUL OR PROHIBITED USE**

As a condition of your use of the Halfaker Employee Portal, you warrant to Halfaker that you will not use the Halfaker Employee Portal for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You may not use the Halfaker Employee Portal in any manner which could damage, disable, overburden, or impair the Halfaker Employee Portal or interfere with any other party's use and enjoyment of the Halfaker Employee Portal. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available or provided for through the Halfaker Employee Portal. You may not collect, disseminate or publish information obtained from the Halfaker Employee Portal for any purpose.

### **USE OF COMMUNICATION SERVICES**

The Halfaker Employee Portal may contain bulletin board services, chat areas, news groups, forums, communities, personal web pages, calendars, and/or other messages or communication facilities designed to enable you to communicate with the public at large or with a group (collectively, "Communication Services"). You agree to use the Communication Services only to post, send and receive messages and material that are proper and related to the particular Communication Service. By way of example, and not as a limitation, you agree that when using a Communication Service, you will not:

- Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others.
- Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, infringing, obscene, indecent or unlawful topic, name, material or information.



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- Upload files that contain software or other material protected by intellectual property laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consents.
- Upload files that contain viruses, corrupted files, or any other similar software or programs that may damage the operation of another's computer.
- Advertise or offer to sell or buy any goods or services for any business purpose, unless such Communication Service specifically allows such messages.
- Conduct or forward surveys, contests, pyramid schemes or chain letters.
- Download any file posted by another user of a Communication Service that you know, or reasonably should know, cannot be legally distributed in such manner.
- Falsify or delete any author attributions, legal or other proper notices or proprietary designations or labels of the origin or source of software or other material contained in a file that is uploaded.
- Restrict or inhibit any other user from using and enjoying the Communication Services.
- Violate any code of conduct or other guidelines which may be applicable for any particular Communication Service.
- Harvest or otherwise collect information about others, including e-mail addresses, without their explicit consent.
- Collect, disseminate or publish material obtained from any aspect of a Communication Service.
- Violate any applicable laws or regulations.

Halfaker has no obligation to monitor the information posted by employees to the portal. However, Halfaker reserves the right to review all material posted to the portal and to remove any materials in its sole discretion. Halfaker reserves the right to terminate your access to any or the entire portal at any time without notice for any reason whatsoever.

Halfaker reserves the right at all times to disclose any information as necessary to satisfy any applicable law, regulation, legal process or governmental request, or to edit, refuse to post or to remove any information or materials, in whole or in part, in Halfaker's sole discretion.

Always use caution when giving out any personally identifying information about yourself or your children in any segment of the portal. Halfaker does not control or endorse the content, messages or information found in any Communication Service and, therefore, Halfaker specifically disclaims any liability with regard to the Communication Services and any actions resulting from your participation in any Communication Service. Managers and hosts are not authorized Halfaker spokespersons, and their views do not necessarily reflect those of Halfaker.

Materials uploaded to a Communication Service may be subject to posted limitations on usage, reproduction and/or dissemination. You are responsible for adhering to such limitations if you download the materials.

### **MATERIALS PROVIDED TO Halfaker Employee Portal OR POSTED AT ANY Halfaker Employee Portal**

Halfaker does not claim ownership of the materials you provide to the Halfaker Employee Portal (including feedback and suggestions) or post, upload, input or submit to any section of the Halfaker Employee Portal or its associated services (collectively "Submissions"). However, by posting, uploading, inputting, providing or submitting your Submission you are granting Halfaker, its affiliated companies and necessary sub-licensees permission to use your Submission in connection with the operation of their Internet businesses including, without limitation, the rights to: copy, distribute, transmit, publicly display, publicly perform, reproduce, edit, translate and reformat your Submission; and to publish your name in connection with your Submission.



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No compensation will be paid with respect to the use of your Submission, as provided herein. Halfaker is under no obligation to post or use any Submission you may provide and may remove any Submission at any time in Halfaker's sole discretion.

By posting, uploading, inputting, providing or submitting your Submission you warrant and represent that you own or otherwise control all of the rights to your Submission as described in this section including, without limitation, all the rights necessary for you to provide, post, upload, input or submit the Submissions.

The Halfaker Employee Portal is not anonymous. You agree to not use any other user name other than your own as a part of the Communications Services, and to keep your own password confidential from others. You agree to be responsible for any content posted using your user name.

## **LIABILITY DISCLAIMER**

The information, software, products, and services included in or available through the Halfaker employee portal may include inaccuracies or typographical errors. Changes are periodically added to the information herein. Halfaker and/or its suppliers may make improvements and/or changes in the Halfaker employee portal at any time. Advice received via the Halfaker employee portal should not be relied upon for personal, medical, legal or financial decisions and you should consult an appropriate professional for specific advice tailored to your situation.

Halfaker and/or its suppliers make no representations about the suitability, reliability, availability, timeliness, and accuracy of the information, software, products, services and related graphics contained on the Halfaker employee portal for any purpose. To the maximum extent permitted by applicable law, all such information, software, products, services and related graphics are provided "as is" without warranty or condition of any kind. Halfaker and/or its suppliers hereby disclaim all warranties and conditions with regard to this information, software, products, services and related graphics, including all implied warranties or conditions of merchantability, fitness for a particular purpose, title and non-infringement.

To the maximum extent permitted by applicable law, in no event shall Halfaker and/or its suppliers be liable for any direct, indirect, punitive, incidental, special, consequential damages or any damages whatsoever including, without limitation, damages for loss of use, data or profits, arising out of or in any way connected with the use or performance of the Halfaker employee portal, with the delay or inability to use the Halfaker employee portal or related services, the provision of or failure to provide services, or for any information, software, products, services and related graphics obtained through the Halfaker employee portal, or otherwise arising out of the use of the Halfaker employee portal, whether based on contract, tort, negligence, strict liability or otherwise, even if Halfaker or any of its suppliers has been advised of the possibility of damages. Because some states/jurisdictions do not allow the exclusion or limitation of liability for consequential or incidental damages, the above limitation may not apply to you. If you are dissatisfied with any portion of the Halfaker employee portal, or with any of these terms of use, your sole and exclusive remedy is to discontinue using the Halfaker employee portal.

## **TERMINATION/ACCESS RESTRICTION**

Halfaker reserves the right, in its sole discretion, to terminate your access to the Halfaker Employee Portal and the related services or any portion thereof at any time, without notice.

## **GENERAL**

To the maximum extent permitted by law, this agreement is governed by the laws of the Commonwealth of Virginia. Halfaker's performance of this agreement is subject to existing laws and legal process, and nothing contained in this agreement is in derogation of Halfaker's right to comply with governmental, court



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and law enforcement requests or requirements relating to your use of the Halfaker Employee Portal or information provided to or gathered by Halfaker Employee Portal with respect to such use. If any part of this agreement is determined to be invalid or unenforceable pursuant to applicable law including, but not limited to, the warranty disclaimers and liability limitations set forth above, then the invalid or unenforceable provision will be deemed superseded by a valid, enforceable provision that most closely matches the intent of the original provision and the remainder of the agreement shall continue in effect. Unless otherwise specified herein, this agreement constitutes the entire agreement between the user and Halfaker with respect to the Halfaker Employee Portal and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral or written, between the user and Halfaker with respect to the Halfaker Employee Portal. A printed version of this agreement and of any notice given in electronic form shall be admissible in judicial or administrative proceedings based upon or relating to this agreement to the same extent and subject to the same conditions as other business documents and records originally generated and maintained in printed form.

### **COPYRIGHT AND TRADEMARK NOTICES**

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