
Welcome to the Hive Community Portal ('Hive')

Through Hive (the Site), you have access to a variety of resources and content intended to assist you in being successful, and to foster and enable effective communication between Portfolio Companies and Hg, and between Portfolio Companies.

Hive consists of the following primary services:

1. **NEWS** – Relevant information will be broadcasted from Hg, as well as from within the specific functional communities that you register with. Each functionally oriented community will also be able to 'pull' relevant external information into the community space – such as Twitter feeds.
2. **ASK** – This is an opportunity for you to ask your fellow community members questions and/or to start a discussion to solicit different perspectives and thoughts.
3. **CONTRIBUTE** – Hive will provide you and Hg with an opportunity to 'showcase' examples of activities (perhaps a particular project) that you feel would be of interest and value to your fellow community members. It is always great to hear of the successes, but it could also be extremely powerful to hear about key lessons learned or perhaps some 'pain points to avoid'.
4. **EXPLORE** – This area will provide 'pre-created' materials such as 'best practice' guidelines, in depth case studies and materials from the Hg forums. There will be a rich variety of content in this area, such as presentations and videos. In addition to being able to explore information, you will also be able to create or participate in online discussions that relate to each piece of content.
5. **MEMBER DIRECTORY** – Have you ever wondered who else performs a role similar to yours across the portfolio or who performs a particular function within Hg? The member directory will enable you to search and find fellow community members based upon a variety of attributes.
6. **EVENTS** – The Hg Operations Innovation (OI) Forums will be broadcasted in the events section and the dates will be scheduled in the calendar for the year. You can register for the forums directly via the portal. In addition to Hg OI Forums, other relevant portfolio events may be added to the calendar.

You have been invited to join Hive, but it is purely your choice as to whether you would like to do so.

There are some clear guidelines that you as a community member need to understand and operate in accordance with (to ensure that the information/experience remains professional and relevant for all).

By proceeding to register for Hive, and in using any of the content and/or services that it provides, you agree to follow and be bound by the following Community Guidelines, Terms and Conditions and the associated Privacy Policy.

Community Guidelines

Respect and Safety

Hg and the Portfolio Companies operate across the globe with varying cultures and languages. We expect that everybody will be treated with equal respect and dignity. The diversity that we have enriches the experiences and perspectives available. Any individual deemed to be operating outside of the acceptable and expected behaviours of Hive will have their membership revoked.

Safeguard your privacy and that of others

We are serious about your privacy and Hive is a 'by invitation only' protected community. There is a myriad of technical and functional measures to secure your privacy within the portal. However, the community is, by definition, a "Real Time system". Apart from the 'Explore' content, we have elected not to 'release-to-publication' information through a moderator. This means that whatever information you share and upload and or any discussion you enter, is published immediately to your fellow community members. Please think carefully about what you publish and say within the environment. Do not post or publish highly sensitive or confidential information (such as personal data). You always have the option to delete any posts if you change your mind. Furthermore, if you plan to upload any documentation to the Hive community please ensure it has been virus scanned in advance.

Opinions

Opinions and varying experiences are always welcome and play a key role in making the community interactive and valuable for its members. Please think carefully about how you express your views within this forum to retain and enhance the 'community spirit'.

Comments

Comments on the content are highly appreciated and further add to the experience. If you feel that a piece of content has been particularly useful, we encourage you to begin a discussion – this helps get the collaboration and contributions flowing!

Rating

Rate an article that you like or dislike. We use the rating to learn and make sure

that the articles are helpful. Equally, low rated articles could be removed or amended to be more valuable. It takes a single click to let the author know what you think.

A Community is not a ‘Captive Sales/Marketing opportunity’

We believe that it is useful to share open and honest experiences, which may from time to time refer to external vendors, partners and/or services. However, we will not at any stage ‘open up’ direct access to the community to any external third parties for targeted Sales or Marketing related activities.

Terms and Conditions

Use of “materials”

You may download, store, display on your computer, view, listen to, play and print “materials” that Hg or any community member publishes or broadcasts on Hive subject to the following:

- (a) the “materials” may be used solely for your informational, non-commercial purposes;
- (b) the “materials” may not be modified or altered in any way, including but not limited to, any removal of any copyright and proprietary notices, which must be replicated in any copies; and
- (c) the “materials” may not be redistributed outside of your Portfolio Company, including but not limited to, any copying or posting on any external computer or broadcast in any external media.

Use for any other purpose is expressly prohibited and may result in severe civil and criminal penalties.

Use of Hive Community

Hive community capabilities are provided as a convenience to users. Hg is not obligated to provide any technical support for, or to participate in, the Hive community

You may use Hive community subject to the following:

- (a) The community may be used solely for your informational, non-commercial purposes;
- (b) Best practices, playbooks and any other content provided on or through Hive community may not be redistributed outside of your portfolio company; and
- (c) data about other users may not be stored or collected.

Reservation of Rights

The Content provided on or through Hive is the intellectual property and copyrighted works of Hg or if any Content is provided by a portfolio company and the relevant portfolio company has granted a license to Hg in accordance with the next section on "Your Content", the relevant portfolio company. All rights, title and interest not expressly granted with respect to the Site and Content provided on or through the Site are reserved. All Content is provided on an "As Is" and "As Available" basis, and Hg reserves the right to terminate the permissions granted to you and your use of the Content at any time.

Your Content

You agree that you will only upload, share, post, publish, transmit, or otherwise make available ("Share") on or through Hive that you have the right and authority to Share and for which you have the right and authority to grant to Hg all of the licenses and rights set forth herein.

By Sharing Content, you grant Hg a worldwide, perpetual, royalty-free, irrevocable, nonexclusive, fully sub licensable license to use, reproduce, modify, adapt, translate, publish, publicly perform, publicly display, broadcast, transmit and distribute the Content for any purpose and in any form, medium, or technology now known or later developed. This includes, without limitation, the right to incorporate or implement the Content into any Hg product or service, and to display, market, sublicense and distribute the Content as incorporated or embedded in any product or service distributed or offered by Hg without compensation to you. You warrant that:

- (a) you have the right and authority to grant this license;
- (b) Hg's exercise of the rights granted pursuant to this license will not infringe or otherwise violate any third-party rights; and
- (c) all so-called moral rights in the Content have been waived to the full extent allowed by law.

You agree that you will neither use Hive in a manner, nor Share any Content, that:

- (a) is false or misleading;
- (b) is defamatory, derogatory, degrading or harassing of another or constitutes a personal attack;
- (c) invades another's privacy or includes, copies or transmits another's confidential, sensitive or personal information;
- (d) promotes bigotry, racism, hatred or harm against any group or individual;

- (e) is obscene or not in good taste; or
- (f) violates or infringes or promotes the violation or infringement of another's rights, including intellectual property rights;
- (g) you do not have the right and authority to Share and grant the necessary rights and licenses for;
- (h) violates or promotes the violation of any applicable laws or regulations;
- (i) contains a solicitation of funds, goods or services, or promotes or advertises goods or services; or
- (j) contains any viruses, Trojan horses, or other components designed to limit or harm the functionality of a computer.

Hg may report you to the relevant authorities and may act to the fullest extent permissible under applicable laws if you transmit or upload content intended or designed to cause harm.

Hg does not want to receive confidential information from you through or in connection with the Site. Notwithstanding anything that you may note or state in connection with Sharing Content, it shall not be considered confidential information and shall be received and treated by Hg on a non-confidential and unrestricted basis and Hg shall not take and shall not be required to take any steps to safeguard the confidentiality of any information that you Share, other than as specified in [Hg's Privacy Notice](#).

Security, Passwords and Means of Accessing the Site and Content

In registering for the Site you agree:

- (a) not to access or use the Site in any manner that could damage, disable, overburden, or impair any Hg accounts, computer systems or networks.
- (b) not to attempt to gain unauthorized access to any parts of the Site or any Hg accounts, computer systems or networks.
- (c) not to interfere or attempt to interfere with the proper working of the Site or any Hg accounts, computer systems or networks.
- (d) not to use any robot, spider, scraper or other automated means to access the Site or any Hg accounts, computer systems or networks without Hg's express written permission.

In registering for community membership, you must complete the registration process by providing us with current, complete and accurate information as required by the applicable registration form. You will be required to choose a password during the registration process. Access to and use of password protected or secure areas of the Site are restricted to authorized users only. You agree not to share your password(s), account information, or access to the Site with any other person. You are responsible for maintaining the confidentiality of

password(s) and account information, and you are responsible for all activities that occur through the use of your password(s) or account(s) or as a result of your access to the Site. You agree to notify Hg immediately of any use of your password(s) or account(s) that you did not authorize or that is not authorized by these Terms of Use

Indemnity

You agree to indemnify and hold harmless Hg, its officers, directors, employees, consultants and agents from and against any and all claims, liabilities, damages, losses, costs or expenses, including reasonable attorneys' fees and costs, due to or arising out of Content that you Share, your violation of these Terms of Use or any additional rules, guidelines or terms of use posted for a specific area of the Site or Content provided on or through the Site, or your violation or infringement of any third party rights, including intellectual property rights

Monitoring

Hg has no obligation to monitor the Site or screen Content that is Shared on or through the Site. However, Hg reserves the right to review the Site and Content and to monitor all use of and activity on the Site, and to remove or choose not to make available on or through the Site any Content in its sole discretion. Hg may remove Content that is confidential or proprietary to a third party without that third party's permission.

Termination of Use

Hg may, in its sole discretion, at any time discontinue providing or limit access to the Site, any areas of the Site or Content provided on or through the Site. You agree that Hg may, in its sole discretion, at any time, terminate or limit your access to, or use of, the Site or any Content. Hg may terminate or limit your access to or use of the Site if Hg determines, in its sole discretion, that you have infringed the copyrights of a third party. You agree that Hg shall not be liable to you or any third-party for any termination or limitation of your access to, or use of, the Site or any Content, including Content that you may have Shared.

Third Party Web Sites, Content, Products and Services

Hive may provide links to Web sites and access to Content, products and services of third parties (for example community relevant 'Twitter feeds'). Hg is not responsible for third party Content provided on or through the Site or for any changes or updates to such third party sites, and you bear all risks associated with the access to, and use of, such Web sites and third party Content, products and services.

Intellectual Property

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No Advice

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Personal Data

In order to activate your membership and to provide basic 'membership directory' services Hg will be processing your personal data the details of which appear in the [Privacy Notice](#). By proceeding with the optional registration procedure for community membership you are providing your consent and authorisation for Hg to process your personal data. Some services in Hive may provide the ability for you to provide further personal data and information about yourself. These areas are optional, and the provision of further personal data is purely at your discretion.

Waiver and Severability

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Governing law

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