

VIRTUAL LIMITED MEDIA & LIABILITY WAIVER & RELEASE

FREQUENTLY ASKED QUESTIONS

1. WHY DOES LJIST REQUIRE THAT EVERY PARTICIPANT SIGN THIS?

The Limited Media & Liability Waiver & Release covers LJIST in two areas: liability and media use.

Liability. As a small business, liability coverage is essential to protecting LJIST. Having each participant sign a liability release and waiver means that no claims can be brought against LJIST for circumstances experienced during a LJIST event. (See "2. What does it mean to waive liability?" below.)

Media. LJIST may record and take screenshots during our virtual events. While LJIST *never* shares participant's personal information, we need consent to share any photos or videos taken of participants on our social media networks, website, newsletters, etc. (See the remaining questions below for opposition to media use.)

2. WHAT DOES IT MEAN TO WAIVE LIABILITY?

A liability waiver is a legal document that a person who participates in an activity may sign to acknowledge the risks involved in their participation. In exchange for the opportunity to participate in certain Luna Jiménez Institute for Social Transformation ("LJIST") events and services, you agree to not bring any claims against LJIST related to injury, illness, property damage, theft, and loss unless the claim is caused by LJIST's gross negligence or willful misconduct.

3. HOW DOES LJIST USE THE PHOTOS TAKEN DURING THE EVENT?

LJIST primarily takes screenshots during events to share with participants in follow-up communications. We have heard from past participants that they appreciate and enjoy this visual reminder of our time together.

Clients have sometimes requested access to and use of LJIST photos for use in their own communications. This waiver also allows us to share LJIST photos with the client, upon request.

Occasionally LJIST will use photos for external purposes (for example, on social media posts about the event). LJIST respects the privacy of participants and will *never* publicly reveal participant identities in connection with their personal stories or information.

4. THE WAIVER MANDATES PERMISSION TO RECORD ME AND MY VOICE. WILL LJIST BE RECORDING DURING THE EVENT?

LJIST may record teaching portions of the event to be used for training LJIST apprentices and developing our virtual offerings. This content is *never* shared publicly. The Zoom platform records only the "speaker view," so it records the trainers and may only sometimes include question and answers. We will stop recording when confidential information is being shared with the main group and will not record breakout rooms.

Occasionally LJIST will use photos or segments of recording for external purposes. The content of these recordings is almost always teaching from our LJIST team. In the event that LJIST does

record, LJIST respects the privacy of participants and will ***never*** publicly reveal participant identities in connection with their personal stories or information.

5. I AM COMFORTABLE WITH PHOTOS OF ME BEING SHARED WITH THE INTERNAL GROUP, BUT I DO NOT WANT LJIST TO USE THEM EXTERNALLY. IS THAT POSSIBLE?

Yes. Participants can email info@ljist.com to make this request. The LJIST team will make note that photos of that participant cannot be used externally. Participants still need to sign the waiver.

6. I DO NOT WANT ANY PHOTOS TAKEN OF ME DURING THE EVENT. CAN I STILL ATTEND?

We ask that all participants have their video on during our events to prioritize connection and relationship. Unfortunately, with Zoom it is impossible to omit individual participants from screenshot images, so it is not possible to accommodate this request for our virtual events.

If you have questions or concerns that are not addressed in this FAQ, contact the Client Liaison at your organization for more information. If you are unsure who the Liaison is, please refer to the Welcome Email sent to you or email info@ljist.com so we can ensure that you have the information you need.