

## **Infomedia Freelancer Guidelines**

Freelancer guarantees that any elements of text, graphics, photos, designs, trademarks, or other artwork created by Freelancer is original work except as specifically provided Client or Infomedia and that the Freelancer has permission to use work or elements not provided through Client or Infomedia that have been incorporated into the work.

Freelancer and Infomedia must work together to complete work in a timely manner. If Freelancer does not have materials needed to turn in work by agreed upon deadline, it is the Freelancer's responsibility to contact Infomedia representative in order to work out an alternative deadline schedule or otherwise solve the problem. Problems should be communicated as soon as possible, and no less than 48 hours before each scheduled deadline or check in.

Freelancer is an independent contractor and is not an employee of Infomedia. Freelancer will not qualify for health insurance, vacation packages or any other employee benefits and will not have use of Infomedia equipment (including computer hardware or software) or office space unless negotiated before project begins. Work must be to spec. If Freelancer work does not meet quality control procedures, Infomedia reserves the right to terminate contract or pay a percentage of agreed upon amount.

### **Nondisclosure/Privacy**

Confidential information (as defined below) shall be kept in strict confidence by the Freelancer and shall not be used, without the written consent of Infomedia, for any purpose other than in connection with the completion of the project. Confidential Information is any website content or business practices unique to the Client and Client's business and any work processes or work product belonging to Infomedia.

The confidential information shall not be disclosed to anyone other than the affiliates, directors, officers, employees, professional advisers and agents of the Freelancer. The Freelancer should hold the Confidential Information in strict confidence.

### **Ownership**

Any content produced for this contract is the sole property of Infomedia who will have the right to freely use it in any form they choose. If a Freelancer wishes to use Infomedia work in their Freelancer portfolio, written permission must be attained in advance; email project manager or head of development for written permission. Work produced by Freelancer may be modified by Infomedia without consent from Freelancer. Infomedia reserves the right to use Freelancer work in the Infomedia portfolio of work without crediting the Freelancer.

Copyright to finished project becomes the property of Infomedia and/or the Client. Client website will reference Infomedia as creators of the project and work and freelancer may not be named.