

# Job Listings Member Benefit: Terms of Use

## 1. Eligibility

- This membership benefit is available exclusively to current members of the Investor Relations Society
- The annual allowance of free job postings is applicable per member organisation.

## 2. Annual Allowance

- Each member organisation may publish up to three (3) job listings per membership year free of charge.
- This allowance resets on the membership renewal date and cannot be carried over or accumulated
- Member organisations may post more than three (3) job listings per membership year. An administration fee of £160 per listing applies to additional listings.

## 3. Qualifying Job Listings

- Free postings apply to standard job advertisements only (permanent, fixed-term, temporary, contract, or freelance roles).
- All advertised jobs must be within the field of investor relations or a related professional function.
- All advertised jobs must comply with appropriate employment law.

## 4. Submission and Approval

- All job postings are subject to review and approval before publication.
- We reserve the right to reject or remove any listing that:
  - is inaccurate, misleading, discriminatory, or inappropriate
  - breaches employment or advertising laws
  - is irrelevant to our sector or community

## 5. Usage Rules

- Free postings must be submitted through the member's official account.
- Listings may be edited by the member at any time within the posting period.
- Each role counts as one posting regardless of duration or edits.

## 6. Duration of Listing

- Job ads will remain live for 30 days from publication unless removal is requested by the member.
- After expiry, reposting the same role counts as an additional posting.

## 7. Non-Transferability

- This benefit cannot be transferred, exchanged, or assigned to another organisation or non-member.
- Members may not post roles on behalf of third parties, unless acting in a professional recruitment capacity

## 8. Misuse of the Offer

- Misuse includes (but is not limited to):
  - posting duplicate or fake roles
  - using listings for marketing, promotion, or non-recruitment purposes
  - posting on behalf of subsidiaries, partners, or clients (unless in a professional recruitment capacity)
- We reserve the right to suspend the offer for members who misuse the service.

## 9. Changes to the Offer

- We may amend, suspend, or withdraw the free posting allowance at any time.
- Members will be given reasonable notice in the event of material changes.

## 10. Liability

- We do not guarantee the number or quality of applicants.
- We are not responsible for any outcomes related to hiring, recruitment, or employment decisions.