



RJG®, Inc. Qualified Trainer Agreement

This agreement is between RJG®, Inc., the Qualified Trainer, and the Qualified Trainer's Company/Employer. This document outlines the terms and conditions of the agreement.

The agreement allows the Qualified Trainer to conduct RJG® courses for their Company/Employer's employees, suppliers, and customers to further implement Systematic Molding within the Company/Employer's manufacturing base.

This agreement is in no way an approval for the Qualified Trainer nor Company/Employer to host public training events for revenue purposes.

This agreement and the trainer's qualification are non-transferable to another company/employer should the Qualified Trainer leave the current Company/Employer indicated in this agreement.

Confidentiality:

- All information regarding this agreement and the RJG® course materials provided to the Qualified Trainer and Company/Employer should be treated as confidential.
- Course materials are not to be distributed to anyone other than course participants.
- All materials are the sole property of RJG®, Inc. and may not be copied or distributed without the express written consent of RJG®, Inc.
- No course assessment/tests may be copied at any time.
- Instructor guides and/or presentations may not be copied or distributed

Ordering Course Kits:

All course kits (e.g., books, tests, and supplies) must be purchased from RJG® for each participant in each course that the Qualified Trainer conducts. (See the Qualified Trainer Handbook).

- Course kits may be ordered a **maximum of six (6) weeks before** the start date of the course to assure up to date information is provided to course participants.
- Course kits must be ordered a **minimum of three (3) weeks before** the start date of the course without incurring expedited shipping fees.
- Course kits that are ordered less than thirteen (13) business days before the start date of the course will incur an expedited shipping fee.
- RJG® reserves the right to change pricing of these items at any time.
- Prior to the start date of the course, the Qualified Trainer is responsible for downloading the course presentation from the approved Content Management System that corresponds to the course materials ordered.
- RJG will not accept, nor issue refunds for, unused books and/or materials

Submitting Post-course Documentation:

The Qualified Trainer must electronically submit the following course documentation to RJG® within three (3) weeks after the course end date:

- 1) Qualified Trainer Checklist
- 2) Applicable score sheet(s)

3) Course evaluation(s)

Qualified Trainer should refer to the Qualified Trainer Handbook for the applicable QR code needed to submit post course documentation.

If the Qualified Trainer does not submit post-course documentation within the three (3) week timeframe, additional performance improvement action may be taken, up to and including immediate termination of the agreement.

Certificates:

RJG®, Inc. will issue electronic Certificates of Completion in a PDF format for the course participants and e-mail them to the Qualified Trainer. To support continuity planning where we must send certificates via USPS, we will issue paper Certificates of Completion to the Qualified Trainer and make every effort to distribute those certificates within 4-6 weeks of receipt of all Post-course Documentation. For some courses, such as courses offered through RJG®'s eLearning platform, certificates may be issued electronically and directly to the participants. The certificates are considered the sole property of RJG®, Inc.

Professional Development for the Qualified Trainer:

The Qualified Trainer must attend and successfully pass a teaching evaluation during the Qualified Trainer Forum on the year of expiration of this agreement to be re-qualified and to be eligible for agreement renewal. The Qualified Trainer may choose to attend RJG®'s Qualified Trainer Forum annually.

Within the duration of the agreement, RJG acknowledges that the Qualified Trainer may attend and observe RJG's proprietary public courses for the benefit of learning and reinforcing teaching techniques.

Audits by RJG:

The Qualified Trainer and the Company/Employer acknowledge and agree that RJG® representatives shall have the right at any time and for any reason to audit courses conducted by the Qualified Trainer, and the Company/Employer shall permit access to the RJG® representatives at any time to any and all such courses.

RJG® Qualified Trainer Program and Course Modifications:

RJG reserves the right to make improvements to the Qualified Trainer Program at any time, and in doing so, may introduce new methods, technology and software which the Qualified Trainer will be expected to use. RJG® may also adapt course material at any time, which includes retiring and/or replacing courses named in this contract. It is expected that the Qualified Trainers will teach the most current version of content available.

Grounds for Immediate Termination of the Agreement:

RJG® reserves the right to immediately terminate the agreement under any of the following conditions:

- The Qualified Trainer and/or Company/Employer violate any of the provisions of this agreement, including without limitation the information pertaining to confidential information
- The Qualified Trainer makes any misrepresentation to RJG®, to any customers, or participants related to the RJG® training event and/or the RJG® content provided
- The Qualified Trainer and/or Company/Employer misuse any of RJG®'s trademarks
- The Qualified Trainer performs any obligations of the agreement in an incompetent or unprofessional manner
- The Qualified Trainer and/or Company/Employer engage in any other activity in connection with the subject matter of this agreement which RJG determines in the reasonable exercise of its discretion will reflect negatively on RJG®'s products, services, or business
- If it appears that the Qualified Trainer and/or Company/Employer are not following the spirit of the agreement
- The Qualified Trainer must be listed as the lead trainer and teach a minimum of one (1) course annually and have a minimum of (8) participants annually. Co-teaching does not count towards the minimum requirement of one (1) course annually.

Agreement Violation:

In the event RJG® feels that the Qualified Trainer or Company/Employer is in violation of any of the provisions in this Agreement, RJG® will give written notice of the violation to the Qualified Trainer and the Company/Employer. The Qualified Trainer and the Company/Employer will have three (3) business days to present a plan acceptable to RJG® to correct the violation. If such an acceptable plan is not presented within three (3) business days, or an acceptable plan is not implemented by the Qualified Trainer and/or Company/Employer to RJG®'s satisfaction, RJG® may terminate this Agreement.

Agreement Termination:

Notwithstanding the effective and expiration dates of the agreement, RJG® may terminate the agreement immediately upon written notice to the Qualified Trainer and the Company/Employer if either the Qualified Trainer or Company/Employer are found in violation of the terms and conditions of the agreement as outlined in this document. This agreement may also be terminated by the Company/Employer upon providing thirty (30) days written notice to RJG®, Inc.