

Talal and Madiha Zein AUB Innovation Park Incubatee Terms of Reference

COMMUNITY MEMBER PLEDGE

VERSION DATE: APRIL 2021

Overview

The Talal and Madiha Zein AUB Innovation Park is keen on supporting and providing all means available to ensure success to all startups that are accepted into the incubation program by securing an effective ecosystem for their growth. This includes providing facilities and joining efforts with exceptional business, technology, community, and industry leaders to develop innovative ideas into profitable and scalable startups.

In return, the Talal and Madiha Zein AUB Innovation Park expects incubated startups to acknowledge, support, and respect the innovation park community and services.

This document serves as the terms of reference for the commitments by both, the Talal and Madiha Zein AUB Innovation Park and the incubated teams to ensure optimal and value-added relationship at all times.

Incubatee's Pledge

- Respect the space facilities provided by the Talal and Madiha Zein AUB Innovation Park. This includes the following:
 - Preserve workspace integrity by avoiding damage and evading possibilities of littering the space with activities such as food.
 - Honor safety arrangements such as the social distancing requirements and COVID-19 preventive measures.
 - Avoid waste of supplies provided on site.
 - Maintain professional, ethical, and friendly language and conduct on premise.
 - Protect any reference to intellectual property during conversations at the Talal and Madiha Zein AUB Innovation Park.
 - Respect the privacy and confidentiality of the other teams on site.
 - Make reasonable effort to minimize distractions to others such as maintain a low voice in conversations.
 - Ensure that the meeting room is booked for occasional meetings and activities and not as a workstation.
- Attend the mentorship sessions organized and respect related time and deliverable commitments with utmost professionalism.

- Support the Talal and Madiha Zein AUB Innovation Park and its community:
 - Provide mentorship services to new teams and other Talal and Madiha Zein AUB iPark members upon request during the incubation and for at least one year after successful graduation from the program.
 - Support AUB students' employment by seeking and hiring interns, contractors, and full-time employees from the AUB student pool before looking at other sources for talent.
 - Meet the Talal and Madiha Zein AUB Innovation Park's media engagements during the incubation and during the year after graduation.
 - Follow, engage with, and promote the Talal and Madiha Zein AUB Innovation Park's social media channels.
 - Provide periodic feedback to the Talal and Madiha Zein AUB Innovation Park team regarding the mentorship sessions and the services provided while utilizing related systems.
 - During your incubation and for the two years following your graduation from the innovation park's incubation program, acknowledge The Talal and Madiha Zein AUB Innovation Park in social media, publications, and media releases.
- Keep the Talal and Madiha Zein AUB Innovation Park informed on progress:
 - Inform the Talal and Madiha Zein Innovation Park of any updates and outreach related to your startup, including media interviews and coverage, funding, awards, and third-party accelerator-related engagements while enrolled in the incubation program.
 - Disclose status changes of the start-up especially in the case of discontinuity and notify the Talal and Madiha Zein AUB Innovation Park in case the operations ceased to proceed.
- Acknowledge and accept AUB policies as well as the applicable investment and equity policies presented by the Talal and Madiha Zein AUB Innovation Park. The current list of applicable AUB policies is presented in Appendix I and is subject to change.

The Talal and Madiha Zein AUB Innovation Park Pledge

The Talal and Madiha Zein AUB Innovation Park pledges to support the startup's journey by committing to the following:

- Secure functional, clean, and friendly workspace.
- Provide space in the case of a physical meet-up while honoring the COVID-19 or other applied safety standards.
- Coordinate availability for meetups and facilitate logistics.
- Connect startups with a network of mentors, subject matter experts, talent, and funding agencies.
 - Match appropriate mentors for each team to ensure journey planning and agreed goals achievement.
 - Ensure mentors commitment as well as professional and ethical conduct.
- Provide educational services to build team capacity.
 - Provide seminars, workshops, and other activities to build team capacity.
 - Provide access to AUB facilities when feasible and if needed to support the development of content and material.

Respect the privacy and confidentiality requirements of all startups in the program.

The Talal and Madiha Zein AUB Innovation Park Team reserves the right to amend these terms of reference at its own discretion and will post any changes made on the iPark's website.

Signature Page

Talal and Madiha Zein AUB Innovation Park Incubatee Terms of Reference Pledge

By joining the Talal and Madiha Zein AUB Innovation Park community, the _____ (enter startup name here) team (hereby referred to as Startup) confirms that they have read and understood the terms of reference attached to this pledge, and they acknowledge and commit to fully abide by their content.

The Startup also confirms that they have read the policies attached to the terms of reference and agree to abide by them during the course of their journey with the Talal and Madiha Zein AUB Innovation Park and the Beirut Digital District.

By signing below, the Startup and the Talal and Madiha Zein AUB Innovation Park pledge to meet the above commitments to the best of their understanding and ability.

For The Startup:

For The Talal and Madiha Zein AUB
Innovation Park:

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

Appendix I

Applicable Policies

List of applicable AUB policies as of April 2021, includes:

- Conflict of Interest and Disclosure Policy (for AUB Employees)
- Non-Discrimination and Anti-Discriminatory Harassment Policy
- Sexual Harassment Policy,
- Policy and Procedures concerning Consensual, Sexual, or Romantic Relationships
- Principles of Ethical Conduct
- Tobacco-Free AUB Policy

- For members of who have access to AUB information technology resources, the following policies apply:
 - Data Classification Policy
 - Email Policy
 - Identity and Access Management Policy
 - Information and Computer Resources Use Policy and
 - Privacy Policy on Electronic Communications and Files

- For research, inventions, discoveries, and intellectual works created in the course of the university's research and activities, the following policies apply:
 - Intellectual Property Policy applies.

This list is subject to change.