



Collaboration and Pre-Contract Work Policy

Owner: Jessanol Ltd

Role responsible: Director

Version: 1.0

Date: May 2026

Next review: May 2027

1. Purpose

Jessanol is open to exploring potential collaborations, partnerships, supplier relationships and associate working arrangements where there is a clear mutual fit.

This policy explains how Jessanol manages early-stage collaboration discussions, protects commercially valuable information, and handles any substantial advice, planning or scoping work carried out before a formal agreement is in place.

The aim is to keep early conversations clear, fair and professional for everyone involved.

2. Scope

This policy applies to discussions with potential collaborators, partners, suppliers, associates, freelancers and other third parties where Jessanol may share ideas, methods, commercial information, documents, learning design approaches, client insights, processes, pricing or other business information.

It applies before any formal collaboration, supplier, associate or client agreement is signed.

3. Exploratory conversations

Jessanol may offer an initial exploratory conversation without charge to understand whether there may be a suitable opportunity to work together.

This conversation is intended to explore general fit, shared interests and possible next steps.

An exploratory conversation does not create a partnership, agency relationship, subcontracting arrangement, supplier relationship, client relationship or obligation for either party to proceed unless agreed separately in writing.

4. Confidentiality

During early-stage discussions, Jessanol may share information that is commercially valuable to the business.

This may include, but is not limited to:

- business ideas;
- service methods;
- learning design approaches;
- client insights;
- pricing approaches;
- processes and workflows;
- documents, templates or resources;
- supplier or delivery approaches;
- commercial plans or opportunities.

Information shared by Jessanol during these discussions must be treated as confidential unless it is already public, Jessanol agrees otherwise in writing, or disclosure is required by law.

5. Ownership and permitted use

Jessanol's ideas, methods, documents, processes, pricing, learning designs, commercial approach, templates and other materials remain the property of Jessanol unless otherwise agreed in writing.

Third parties must not use Jessanol's confidential information, ideas, methods, materials or commercial insight for their own benefit, or for the benefit of another organisation, without Jessanol's written agreement.

This applies whether or not a formal collaboration goes ahead.

6. Chargeable pre-contract work

Jessanol may treat work as chargeable where discussions move beyond an initial exploratory conversation into substantial advice, planning, scoping, design input or practical work.

Chargeable pre-contract work may include:

- reviewing documents, proposals, course materials or client requirements;
- advising on project structure, pricing, delivery or commercial approach;
- creating or shaping learning designs, service models, content plans or processes;
- attending additional planning or scoping meetings;
- preparing written notes, recommendations, summaries or action plans;
- developing draft content, copy, templates, frameworks or resources;
- making introductions to suppliers, partners or contacts;
- providing input that the other party could use commercially.

Jessanol will confirm in writing before carrying out chargeable pre-contract work.

Unless otherwise agreed, chargeable pre-contract work will be billed at Jessanol's standard hourly rate.

7. If a collaboration proceeds

If both parties decide to work together formally, a separate written agreement will confirm the scope, responsibilities, fees, payment terms, confidentiality, intellectual property arrangements and any other relevant terms.

This policy does not replace a formal collaboration, supplier, associate, subcontractor or client agreement.

8. If a collaboration does not proceed

If a collaboration does not proceed, both parties remain responsible for respecting any confidentiality, ownership and non-use expectations confirmed during the discussion.

Any chargeable pre-contract work agreed in writing remains payable, even if the collaboration does not proceed.

9. Review

This policy will be reviewed annually or as required.