

# Governance

## General terms

CollabWorkx permits its customers, third-party developers, partners and the media ("you") to use its name, trademarks, logos, web pages, screenshots and other brand features (the CollabWorkx "brand features," "marks" or "logos") only in limited circumstances and as specified in these guidelines. By using the CollabWorkx marks, you agree to adhere to these guidelines and specifically to the Use Requirements and Terms below. If you have a separate agreement with CollabWorkx that addresses use of the CollabWorkx brand, that agreement shall govern your use of the CollabWorkx marks.

The CollabWorkx marks include the CollabWorkx name and logo, and any word, phrase, image or other designation that identifies the source or origin of any CollabWorkx products

List of trademarks:

1. COLLABWORKX
2. The CollabWorkx logo
3. Simplify work with one Platform

## Trademarks

"COLLABWORKX" text usage guidelines

The company name is "CollabWorkx, LLC."

Do:

1. When "CollabWorkx" is used, use as an adjective followed by a description of our services
2. Examples: CollabWorkx collaboration software, others?
3. You are entitled to say that your application is integrated with CollabWorkx or that you are a CollabWorkx Platform Partner if you have an app in the CollabWorkx App Directory

Do not:

1. Please don't modify the marks or use them in a confusing way, including suggesting sponsorship or endorsement by CollabWorkx, or in a way that confuses CollabWorkx with another brand (including your own)
2. Don't use any logos or similar imagery to represent CollabWorkx other than the examples we have provided in the CollabWorkx Brand folder
3. Don't use a CollabWorkx asset as a substitute for your own — if you don't have a logo, please do not co-opt ours
4. Don't overprint or obstruct any part of the logo
5. Don't add special effects to the logo, including animation
6. Don't use old versions or any other marks or logos to represent our brand
7. Don't distribute or otherwise make available our logos, marks or assets
8. Don't crop the logo

9. Don't outline logotype
10. Don't rotate any part of the logo
11. Don't distort the logo
12. Don't use drop shadows or any other effects
13. Don't re-create using any other typeface
14. Don't change the transparency of the logo
15. Don't shuffle around the colors of the octothorpe
16. Don't use different colors
17. Don't change the size or orientation of the octothorpe and logotype in relation to each other
18. No disparaging or objectionable use is permitted

## Marking

1. For usage only within the U.S., use the ® symbol on the most prominent use of the word CollabWorkx (CollabWorkx®), and say "CollabWorkx is a registered trademark and service mark of CollabWorkx LLC." at the bottom of the page on which the CollabWorkx word mark first appears
2. For international use, do not use the ® symbol. Instead say "CollabWorkx is a trademark and service mark of CollabWorkx LLC., registered in the U.S. and in other countries." at the bottom of the page on which the CollabWorkx word mark first appears
3. On all marketing materials, include "Copyright 2023 CollabWorkx LLC." marking at bottom, right justified, for all marketing materials.

## Use requirements and terms

Any use of CollabWorkx brand assets must conform to these guidelines

These guidelines may be modified at any time. Use of the CollabWorkx brand assets constitutes consent to any modifications to the guidelines.

CollabWorkx has sole discretion in determining if use of the CollabWorkx assets violates these guidelines

Termination: CollabWorkx may ask that you stop using the brand assets at any time. In the event of termination, use of brand assets must stop within a reasonable period from the date of the request, and in all cases no more than 7 days from the date of the request.

Reservation of Rights: CollabWorkx is the owner of all rights in the Marks and reserves all rights save the limited license granted here. Use of the Marks pursuant to this license shall not be construed as limiting the rights of CollabWorkx in the Marks.

**COLLABWORKX DISCLAIMS ANY WARRANTIES THAT MAY BE EXPRESS OR IMPLIED BY LAW REGARDING THE COLLABWORKX MARKS.**