



Wellness Council of Indiana

Directory Sponsor Terms and Conditions

The Wellness Council of Indiana (WCI) Directory Sponsors are listed in the Wellness Services Directory and downloadable PDF so that our website visitors have access to the services and programs that meet their organization's workplace wellness, health, and safety needs.

Organizations can apply to be a Directory Sponsor and be listed in the Wellness Services Directory by submitting an online application on our website <https://www.wellnessindiana.org/wellness-services-directory/directory-sponsor-application>. Organizations that apply are subject to a vetting process performed by Wellness Council of Indiana staff. The Wellness Council of Indiana reserves the right to deny any application based upon the below terms and conditions.

By submitting an application, your organization agrees with the following Code of Ethics:

1. My company provides services and/or programs that support employee health, safety, and/or wellbeing.
2. My company's services do not have the potential to cause undue harm to individual's health, corporate integrity, or employee/employer finances in any way.
3. My company's services aim to provide an inclusive atmosphere for individuals and do not single-out or harass individuals because of their health status in any way.
4. My company has adopted industry best practices to protect individual health data and is HIPAA compliant. My company will not share employee-identifiable data or other information with employers without employee permission.

Directory Sponsor Agreement

1. Directory Sponsor Listing Payment and Publishing
 - a. Directory Sponsor Listings will be published on the Directory Guide webpage of the Wellness Council of Indiana website and in the downloadable PDF for one (1) calendar year from the date that the listing is posted. No listings will be posted until full payment is received.
 - b. No refunds will be available if a Directory Sponsor requests that their listing is to be taken down prior to one (1) calendar year from the date of payment
 - c. Renewal notices will be sent 60 days prior to the term of the current agreement.
 - d. No discounts will be issued for current Wellness Council of Indiana members or their parent organizations.
2. Directory Listing Content
 - a. The Directory Sponsor, once approved, is responsible for providing all content requested in the application, including the company logo, in the specified format. The Wellness Council of Indiana is not responsible for the quality of files or content submitted.



- b. The Wellness Council of Indiana will notify the Directory Sponsor if any language needs to be edited prior to publishing a listing or if file quality is not adequate. The Directory Sponsor will have seven (7) business days to review and edit submissions to avoid delay or omission of listing.
 - c. Prohibited directory listing content includes:
 - i. Explicit or inappropriate language, photos, and other types of media, as determined by the Wellness Council of Indiana
 - ii. Content promoting the use of alcohol, tobacco, or illegal substances
 - iii. Content promoting fraudulent practices or investment opportunities, pyramid schemes, multi-level marketing schemes, or other activities/advice that could cause physical or financial harm to persons or organizations
 - iv. Any other content deemed inappropriate by the Wellness Council of Indiana
 3. The Wellness Council of Indiana reserves the right to accept or deny any submitted content based on the guidelines listed in the document.
 4. Termination of Agreement
 - a. Either party, Directory Sponsor or the Wellness Council of Indiana, may terminate this agreement at any time by providing thirty (30) days written notice. No refunds will be given upon termination of the agreement.