

## TCWGlobal's Terms of Use for Webcenter

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### **Acceptance of the Terms of Use**

These terms of use are entered into by and between You and WMBE Payrolling Inc. dba TCWGlobal and its affiliates ("TCWGlobal," "Company", "we," "our" or "us"). The following terms and conditions, together with any documents they expressly incorporate by reference (collectively, these "Terms of Use"), govern your access to and use of WebCenter, including any content, functionality and services offered on or through WebCenter and any integrated third-party software that may be distributed therewith (collectively the "Software").

Please read the Terms of Use carefully before you start to use the Software. **By using the Software, you accept and agree to be bound and abide by these Terms of Use and our Privacy Policy, found at [www.tcwglobal.com/privacy](http://www.tcwglobal.com/privacy), incorporated herein by reference.** If you do not want to agree to these Terms of Use or the Privacy Policy, you must not access or use the Software.

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### **Changes to the Terms of Use**

We may revise and update these Terms of Use from time to time in our sole discretion. All changes are effective immediately when we post them and apply to all access to and use of the Software thereafter.

Your continued use of the Software following the posting of revised Terms of Use means that you accept and agree to the changes. You are expected to check this page from time to time so you are aware of any changes, as they are binding on you.

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We reserve the right to withdraw or amend this Software, and any service or material we provide through the Software, in our sole discretion without notice. We will not be liable if for any reason all or any part of the Software is unavailable at any time or

for any period. From time to time, we may restrict access to some parts of the Software, or the entire Software, to users.

You are responsible for:

- Making all arrangements necessary for you to have access to the Software.
- Ensuring that all persons who access the Software through your internet connection are aware of these Terms of Use and comply with them.
- Providing all equipment and software necessary to make (and maintain) a connection to the Internet and ensure it is secure and stable
- Maintain and update all certificates and contracts as necessary to conduct business with TCWGlobal and our end clients, as applicable.

To utilize and assess the Software, you may be asked to provide certain registration details or other personal information. It is a condition of your use of the Software that all the information you provide on the Software is correct, current and complete. You agree that all information you provide to register with and/or utilize the Software, is governed by our Privacy Policy, and you consent to all actions we take with respect to your information consistent with our Privacy Policy.

You must prevent unauthorized use of your unique user name and password. You must treat such information as confidential, and you must not disclose it to any unnecessary person or entity. You also acknowledge that your account is personal to you and agree not to provide any unaffiliated person with access to this Software or portions of it using your user name, password or other security information. You agree to notify us immediately of any unauthorized access to or use of your user name or password or any other breach of security. You also agree to ensure that you exit from your account at the end of each session. You should use particular caution when accessing your account from a public or shared computer so that others are not able to view or record your password or other personal information.

We have the right to disable any user name, password or other identifier, whether chosen by you or provided by us, at any time in our sole discretion for any or no reason, including if, in our opinion, you have violated any provision of these Terms of Use.

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- For the purpose of exploiting, harming or attempting to exploit or harm minors in any way by exposing them to inappropriate content, asking for personally identifiable information or otherwise.
- To send, knowingly receive, upload, download, use or re-use any material which does not comply with the Content Standards set out in these Terms of Use.
- To transmit, or procure the sending of, any advertising or promotional material without our prior written consent, including any "junk mail", "chain letter" or "spam" or any other similar solicitation.
- To impersonate or attempt to impersonate the Company, a Company employee, another user or any other person or entity (including, without limitation, by using e-mail addresses or screen names associated with any of the foregoing).
- To engage in any other conduct that restricts or inhibits anyone's use or enjoyment of the Software, or which, as determined by us, may harm the Company or users of the Software or expose them to liability.

Additionally, you agree not to:

- Use the Software in any manner that could disable, overburden, damage, or impair the site or interfere with any other party's use of the Software, including their ability to engage in real time activities through the Software.
- Use any robot, spider or other automatic device, process or means to access the Software for any purpose, including monitoring or copying any of the material on the Software.
- Use any manual process to monitor or copy any of the material on the Software or for any other unauthorized purpose without our prior written consent.
- Use any device, software or routine that interferes with the proper working of the Software.
- Introduce any viruses, trojan horses, worms, logic bombs or other material which is malicious or technologically harmful.

- Attempt to gain unauthorized access to, interfere with, damage or disrupt any parts of the Software, the server on which the Software is stored, or any server, computer or database connected to the Software.
- Attack the Software via a denial-of-service attack or a distributed denial-of-service attack.
- Otherwise attempt to interfere with the proper working of the Software.

### **User Contributions**

The Software may contain profiles and other interactive features (collectively, "**Interactive Services**") that allow users to post, submit, publish, display or transmit to other users, vendors, clients or other entities (hereinafter, "**post**") content or materials (collectively, "**User Contributions**") on or through the Software.

All User Contributions must comply with the Content Standards set out in these Terms of Use. By providing any User Contribution on the Software, you grant us and our affiliates the ability to utilize the information as set forth in the Privacy Policy. Any User Contribution you post to the site will be considered non-confidential and non-proprietary.

We use the Information you share and data we collect about you primarily for the legitimate interest of administering our business; (i) for registration and to manage your profile and listings, including to facilitate your access to and use of WebCenter; (ii) to enable us to publish your submitted content; (iii) to respond to your questions and requests regarding customization or use of WebCenter; (iv) to improve our product and service; (v) to resolve disputes and troubleshoot problems; (vi) to prevent prohibited activities or breach of agreements; (vii) to enforce our policies; and as otherwise described to you at the point of collection or as part of our separate service agreements.

With respect to Workers, as a timekeeping and expense reporting platform, WebCenter does contain some of their private information which we will respect, keep private, and secure. We may have social security number, date of birth, address, phone number, email, resume, etc. WebCenter does contain some of their private information which we will respect, keep private, and secure. We may have social security number, date of birth, address, phone number, email, etc. We may utilize this information to send emails, monitor timekeeping activities, provide employee benefits, comply with employment related laws, prepare W2s. The only entities that may have your information are: TCWGlobal, a third-party staffing agency (if they found you an engagement), integrated third-party software, and a client company

You represent and warrant that:

- You own or control all rights in and to the User Contributions.
- All of your User Contributions do and will comply with these Terms of Use.

You understand and acknowledge that you are responsible for any User Contributions you submit or contribute, and you, not the Company, have fully responsibility for such content, including its legality, reliability, accuracy, and appropriateness.

We are not responsible, or liable to any third party, for the content or accuracy of any User Contributions posted by you or any other user of the Software.

### **Monitoring and Enforcement; Termination**

We have the right to:

- Remove or refuse to post any User Contributions for any or no reason in our sole discretion.
- Take any action with respect to any User Contribution that we deem necessary or appropriate in our sole discretion, including if we believe that such User Contribution violates the Terms of Use, including the Content Standards, infringes any intellectual property right or other right of any person or entity, threatens the personal safety of users of the Software or the public or could create liability for the Company.
- Take appropriate legal action, including without limitation, referral to law enforcement, for any illegal or unauthorized use of the Software.
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Without limiting the foregoing, we have the right to fully cooperate with any law enforcement authorities or court order requesting or directing us to disclose the identity or other information of anyone posting any materials on or through the Software. YOU WAIVE AND HOLD HARMLESS THE COMPANY AND ITS AFFILIATES, LICENSEES AND SERVICE PROVIDERS FROM ANY CLAIMS RESULTING FROM ANY ACTION TAKEN BY ANY OF THE FOREGOING PARTIES DURING OR AS A RESULT OF ITS INVESTIGATIONS AND FROM ANY ACTIONS TAKEN AS A CONSEQUENCE OF INVESTIGATIONS BY EITHER SUCH PARTIES OR LAW ENFORCEMENT AUTHORITIES.

However, we cannot review all material before it is posted on the Software, and cannot ensure prompt removal of objectionable material after it has been posted.

Accordingly, we assume no liability for any action or inaction regarding transmissions, communications or content provided by any user or third party. We have no liability or responsibility to anyone for performance or nonperformance of the activities described in this section.

### **Content Standards**

These content standards apply to any and all User Contributions and use of Services. User Contributions must in their entirety comply with all applicable federal, state, local and international laws and regulations. Without limiting the foregoing, User Contributions must not:

- Contain any material which is defamatory, obscene, indecent, abusive, offensive, harassing, violent, hateful, inflammatory or otherwise objectionable.
- Promote sexually explicit or pornographic material, violence, or discrimination based on race, sex, religion, nationality, disability, sexual orientation or age.
- Infringe any patent, trademark, trade secret, copyright or other intellectual property or other rights of any other person.
- Violate the legal rights (including the rights of publicity and privacy) of others or contain any material that could give rise to any civil or criminal liability under applicable laws or regulations or that otherwise may be in conflict with these Terms of Use and our Privacy Policy.
- Be likely to deceive any person.
- Promote any illegal activity, or advocate, promote or assist any unlawful act.
- Cause annoyance, inconvenience or needless anxiety or be likely to upset, embarrass, alarm or annoy any other person.
- Impersonate any person or misrepresent your identity or affiliation with any person or organization.
- Give the impression that they emanate from or are endorsed by us or any other person or entity, if this is not the case.

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We are not responsible, or liable to you or any third party, for the content or accuracy of any materials provided by any third parties.

### **Changes to the Software**

We may update the content on this Software from time to time, but its content is not necessarily complete or up-to-date. Any of the material on the Software may be out of date at any given time, and we are under no obligation to update such material.

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### **Indemnification**

You agree to defend, indemnify and hold harmless the Company, its affiliates, licensors and service providers, and its and their respective officers, directors, employees, contractors, agents, licensors, suppliers, successors and assigns from and against any claims, liabilities, damages, judgments, awards, losses, costs, expenses or fees (including reasonable attorneys' fees) arising out of or relating to your violation of these Terms of Use or your use of the Software, including, but not limited to, your User Contributions, any use of the Software's content, services and products other than as expressly authorized in these Terms of Use or your use of any information obtained from the Software. WebCenter reserves the right, at its own expense, to assume the exclusive defense and control of any matter otherwise subject to indemnification by you but doing so shall not excuse your indemnity obligations.

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Any legal suit, action or proceeding arising out of, or related to, these Terms of Use or the Software shall be instituted exclusively in the federal courts of the United States or the courts of the State of California in each case located in the City of San Diego and

County of San Diego although we retain the right to bring any suit, action or proceeding against you for breach of these Terms of Use in your country of residence or any other relevant country. You waive any and all objections to the exercise of jurisdiction over you by such courts and to venue in such courts. You waive herein waive any right to trial by jury.

### **Arbitration**

At Company's sole discretion, it may require You to submit any disputes arising from the use of these Terms of Use or the Software, including disputes arising from or concerning their interpretation, violation, invalidity, non-performance, or termination, to final and binding arbitration under the Rules of Arbitration of the American Arbitration Association applying California law.

### **Limitation on Time to File Claims**

ANY CAUSE OF ACTION OR CLAIM YOU MAY HAVE ARISING OUT OF OR RELATING TO THESE TERMS OF USE OR THE SOFTWARE MUST BE COMMENCED WITHIN ONE (1) YEAR AFTER THE CAUSE OF ACTION ACCRUES, OTHERWISE, SUCH CAUSE OF ACTION OR CLAIM IS PERMANENTLY BARRED.

### **Waiver and Severability**

No waiver of by the Company of any term or condition set forth in these Terms of Use shall be deemed a further or continuing waiver of such term or condition or a waiver of any other term or condition, and any failure of the Company to assert a right or provision under these Terms of Use shall not constitute a waiver of such right or provision.

If any provision of these Terms of Use is held by a court or other tribunal of competent jurisdiction to be invalid, illegal or unenforceable for any reason, such provision shall be eliminated or limited to the minimum extent such that the remaining provisions of the Terms of Use will continue in full force and effect.

### **Entire Agreement**

The Terms of Use and our Privacy Policy constitute the sole and entire agreement between you and WMBE Payrolling Inc. and its affiliates with respect to the Software and supersede all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, with respect to the Software.

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Or:

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3545 Aero Court  
San Diego, CA 92123

We will investigate any complaints received and do our best to resolve them with you as soon as possible. You can also submit a user access request which will be processed within 30 days.

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