



Guidelines and code for Partners

Introduction

HMC (the Heads' Conference) is a professional Association of heads of the world's leading independent schools.

HMC exists to serve and **support its members**, to **represent their views** and to **exemplify excellence** in education. In particular, HMC seeks to:

- **help members** and their schools grow and develop,
- **promote and protect** the independence of HMC schools,
- **encourage and share** innovation in HMC independent schools and more widely,
- promote the discussion of **national and international** educational issues; and
- **influence policy and public opinion** with regard to the independent sector.

Partnership Programme

The Partnership Programme applies to commercial, public and not for profit organisations, who offer services, products or support to schools. The programme provides organisations with the opportunity to promote their brand and services to HMC schools in return for an annual fee. The financial support received from partners will be reinvested to develop HMC's services and resources for members so that they can continue to exemplify excellence in education through:

- Research
- Innovation
- Thought leadership
- Meaningful partnership work

Through association, joining HMC's Partnership programme demonstrates commitment to **excellence** and innovation in the independent schools' sector.

Partner Code

Purpose

The code outlined below is intended to assist both HMC and its partners to provide clarity and transparency about the responsibilities of each partner.

Signing the Code

The code shall be binding on all partners, who shall signify they subscribe to the code by signing the form attached. Any breaches of the code that have been brought to the attention of HMC will be considered by HMC Officers. Any breach deemed significant will result in immediate termination of partnership and the suspension of any ongoing marketing or promotional activity with HMC. Where misuse is by a person or body which is not a partner, appropriate legal action will be taken.

The Code

Partnership does not imply that HMC endorses a product or service.

HMC Partners shall:

1. Abide by UK law and by the laws of any other country in which your company operates.
2. Inform HMC at the earliest opportunity of any impending civil or criminal proceedings, action involving your organisation, or significant media interest in business activity that may bring your character or professional reputation into question.
3. Agree not engage in any activities which could bring HMC, or its members, into disrepute on any professional matter or which could be detrimental to or undermine the aims and operations of HMC.
4. Pay any invoices relating to corporate partnership in accordance with HMC's terms and conditions, and if unable to make payment, the organisation should contact HMC at the earliest possible time.
5. Ensure that any websites linked to HMC are updated with correct information (HMC is not responsible for the contents of any linked site.)
6. HMC's professional development programme is highly valued by members and provides opportunities for Heads to meet peers and support one another. The purpose of the programme is to provide specialist training and support on all aspects of senior leadership. It is therefore deemed inappropriate to engage in direct/hard sales approaches to members in these settings.