



Relativity Certified Trainer Program Guide

Effective April 2022

Contents

- Overview..... 3**
 - Relativity Certified Trainer Program3
 - Relativity Certified Trainer Classes3
- Becoming a Relativity Certified Trainer..... 3**
 - Minimum Requirements for Program Entry3
 - Relativity Certified Trainer Bootcamps4
 - Bootcamp Evaluation4
 - Remediation5
 - Virtual Training Evaluation5
- Maintaining Your Certification Status..... 6**
 - Relativity Certified Trainer Maintenance Requirements6
 - What happens if I leave my Sponsoring Company?.....6
- RCT Program Benefits..... 7**
 - Benefits7
- Pricing Structure 8**
 - Pricing8
 - Payment.....9
- Conducting Training Classes 9**
 - Approved Training Audiences9
 - Submitting Training Requests9
 - Training Delivery Policies.....10
 - Survey Feedback12
- In Class Technical Support..... 12**
 - Support Guidelines.....12
- RCT Program: Legal Terms and Conditions 12**

Overview

Relativity Certified Trainer Program

The Relativity Certified Trainer Program (“RCT Program”) is designed to equip Relativity’s clients with the tools and information they need to train their internal staff and customers successfully. Participants will learn how to train their staff and customers with Relativity training materials, RelativityOne training environments, and access to our training team.

By participating in the RCT Program, each Relativity Certified Trainer and Sponsoring Company will be deemed to have accepted and agreed with all terms in this guide, including but not limited to the legal terms and conditions below. Relativity may update this guide from time to time but will use reasonable efforts to notify you of any material changes. You may freely withdraw from the RCT Program at any time by notifying training@relativity.com.

Relativity Certified Trainer Classes

As part of the RCT Program, you can become certified to teach several authorized Relativity trainings. Those class topics include:

- Relativity 101
- Admin Essentials I
- Data Loading and Productions
- Analytics
- Processing

You must receive sign off for each class independently in order to be able to train it as a Relativity Certified Trainer. As such, each of your credentials will specify which training you have been certified to teach, e.g. Relativity Certified Trainer – Relativity 101. Your first RCT credential must be for Relativity 101.

Becoming a Relativity Certified Trainer

Minimum Requirements for Program Entry

Upon meeting the minimum program entry requirements as outlined below, you are eligible to apply to participate in the RCT Program. The application to the RCT Program is in the Community on the Education Center tab under the Additional Resources section “Training.” Click on “Become a Certified Trainer.” The application will only be visible during open application periods.

Facilitation Experience (One Year Required)

You are required to have one year of facilitation experience, inclusive of multiple occasions/examples, before applying to the RCT Program. Presenting to a group of people, teaching a subject, speaking at a conference, or similar experiences are examples of necessary experience.

Active RCA Certification

You must be a [Relativity Certified Administrator](#). Expired RCA certifications do not meet the requirements.

Sponsoring Company Each Relativity Certified Trainer must be sponsored by their employer (“Sponsoring Company”). As a Relativity Certified Trainer, you are qualified to conduct training only for your Sponsoring Company’s personnel or your Sponsoring Company’s End User’s personnel (see “Approved Training Audiences” section below). Your Sponsoring Company must be a licensed user of Relativity (either via a direct contract with Relativity or through a Relativity provider), and must be in “Good Standing,” as further set forth in the Legal Terms and Conditions attached hereto.

The minimum program entry requirements are subject to change at Relativity’s discretion.

Relativity Certified Trainer Bootcamps

In order to earn a Relativity Certified Trainer credential, you must successfully complete and pass the RCT Program bootcamp.

You must attend a bootcamp in full to earn your first RCT credential. If you are absent for more than thirty minutes for the duration of the Bootcamp, you will be removed from your cohort and may re-apply for a later session. A key component of the bootcamp is peer feedback, and we expect that attendees will be attentive and provide thoughtful feedback throughout the program. For subsequent credentials, you do not need to attend a bootcamp again; you will be able to participate in a virtual training evaluation option which is discussed later in this document under Virtual Training Evaluation option.

Each bootcamp is five (5) full days, and you must attend in person (or virtually, if specified) for the entirety. Throughout this time, you will:

- observe the Relativity 101 training.
- interact with the technology used to deliver Relativity training.
- review and implement adult learning principles and training best practices.
- conduct live demonstrations of Relativity functionality.
- create supplemental content to help personalize and contextualize the Relativity training experience.

All portions of the bootcamp, including the instruction from the Relativity trainer, each RCT candidate’s presentations, and the final evaluation, will be conducted in English.

Bootcamp Evaluation

You are evaluated on the last day of bootcamp using a rubric. The evaluation during your bootcamp final sign off includes:

- Presentation skills
- Content knowledge

Results are delivered to you via email within two (2) business days of your bootcamp sign off. If you pass the RCT Program bootcamp, you will earn the Relativity Certified Trainer credential for your bootcamp course.

Remediation

Failure to pass the final evaluation at the end of bootcamp will result in a Fail. As part of the RCT Program, Relativity will provide remediation in the form of additional support and a second evaluation. The following is an example remediation timeline:

October 28-November 1 – Bootcamp

November 1 – Bootcamp final evaluation, resulting in a failure.

November 4-8 – You will receive support in the form of technology via a RelativityOne training environment to continue improving your skills. You will also receive one additional coaching and feedback session. Your second and final evaluation will take place one week after your feedback session.

November 11-15 – During this time, the attendee will reach out to the Relativity Training Team to attempt a second and final evaluation via an online Zoom meeting. This meeting will be an hour long and allow for the attendee to re-do their final evaluation.

Should you fail your second and final remote evaluation, you will not earn the Relativity Certified Trainer credential. You must re-apply to the RCT Program, be re-accepted, and attend bootcamp again. Attempts at certifying via the RCT bootcamp are limited to two (2) within a calendar year.

We suggest taking additional courses, depending on what evaluation criteria you do not meet.

- [Training](#)
- [Adult learning](#)
- [Advanced instructional techniques](#)
- [Relativity in-person trainings](#)

Virtual Training Evaluation

After an RCT has successfully completed a bootcamp and become certified, they are eligible to participate in the Virtual Training Evaluation for the following additional trainings:

- Relativity 101
- Admin Essentials I
- Data Loading and Productions
- Analytics
- Processing

The process for the virtual training evaluation is as follows:

1. Email training@relativity.com to request evaluation to conduct an additional training.
2. The Relativity Training Team will respond with access to a recorded video of the training so that the Relativity Certified Trainer can view the training in its entirety prior to receiving the material.
3. Once the Relativity Certified Trainer has viewed the video and is ready to begin studying, they will email the Relativity Training Team with their preferred exam date (these will occur during set periods provided by the Relativity Training Team).

4. Once the exam date is scheduled, the Relativity Certified Trainer will receive the corresponding training material to study for their sign off. This material includes the determined evaluation modules and exercises, the corresponding workbook, and a supporting RelativityOne training environment to practice.
5. On the exam date, the Relativity Certified Trainer will receive, at random, one of the determined evaluation modules of the training that they must train to the Relativity Training Team. The Relativity Training Team will utilize a rubric to determine passing.
6. If the Relativity Certified Trainer passes, they will receive access to the training materials (Outline, PPT, and Workbook) and they may now deliver the Relativity training.
7. If the Relativity Certified Trainer does not pass, they will be given one final opportunity to sign off.

Maintaining Your Certification Status

Relativity Certified Trainer Maintenance Requirements

To continue as a member of the RCT Program, you must earn eight (8) trainer credits. Note: these are not Relativity Continuing Education (RCE) credits. The following options are available for recertification:

- Teach the full course you are certified in once per your certification year (i.e. based on the date you received your certification status) – 8 trainer credits
 - If you have multiple Relativity Certified Trainer certifications, you can consolidate your start/end dates for easier maintenance by reaching out to certification@relativity.com.
- Facilitate a shorter version of Relativity training, earning one credit per hour taught – 2 trainer credit minimum, i.e. you must submit a request for a minimum of two hours trained
- Author or co-author training-related content – 2 credits
- Participate in training-focused learning event – 2 credits
- Peer feedback session – 2 credits

To ensure the ongoing success of the program, Relativity also asks that RCTs act as a resource for others by sharing their training experiences in the closed RCT Community group and providing feedback about the program as needed.

In addition to earning trainer credits, you must also meet the following criteria to remain an active RCT:

- Maintain your active RCA Certification status.
- Maintain an employment relationship with your Sponsoring Company.

Relativity reserves the right to remove you or your organization from the RCT Program for cause or convenience, including for violation of any of the terms set forth in this guide. Additionally, Relativity reserves the right to change or discontinue the RCT Program at any time.

What happens if I leave my Sponsoring Company?

If you leave your Sponsoring Company, your Relativity Certified Trainer certification will terminate unless you designate, and Relativity approves, a new Sponsoring Company (i.e. your new employer). If Relativity approves a new Sponsoring Company, your Relativity Certified Trainer certification will travel with you and you will be eligible to conduct Relativity training sessions for personnel at your new Sponsoring Company and/or at your new Sponsoring Company's End Users. Your original Sponsoring Company is no longer eligible to conduct Relativity training sessions unless they have other Relativity Certified Trainers on staff. Contact training@relativity.com to notify Relativity of any changes to your Sponsoring Company.

RCT Program Benefits

Being a Relativity Certified Trainer means that you have joined an exclusive group of highly technical and instructional experts who are passionate about technical training and Relativity. The RCT Program adds value by providing you with the tools you need to conduct in-person or virtual training at your Sponsoring Company and/or for your Sponsoring Company's End Users, validating your Relativity knowledge and ability to conduct training, and reducing the cost of training, in addition to the RCT Program benefits below.

Benefits

As a Relativity Certified Trainer, other RCT Program benefits include:

- | | |
|--|---|
| Discounts on Exams | You receive a 50% registration fee discount on future online exams you attempt, up to four (4) total registrations per exam version. The vouchers for the discount will be included in your Pass Results email and will only be awarded upon completing your first RCT certification. The vouchers are non-transferrable and will expire one year from your certification date. |
| Discounts on Trainings | You receive a 50% registration fee discount on future open enrollment trainings you attend, up to two (2) total registrations within your certification year. |
| Fest Discount | You receive a guaranteed pre-registration rate when purchasing a Relativity Fest pass. Relativity Fest is a fantastic event held in Chicago where you can get hands-on with the latest and greatest Relativity features, network, and learn! |
| Certified Trainer Certification | You receive a certificate highlighting your accomplishment and a logo pack to showcase your accomplishment via web or email. You will be able to track your certification in the Relativity Community, alongside your other certifications. |
| Trainer Community Access | We want to celebrate your achievement in the Relativity Community by connecting you with a network of other Relativity Certified Trainers. You'll receive special content, connect with other Relativity Certified Trainers, and access other resources in the RCT Community group. |
| Special Continuing Education Videos | The videos and content offered to Relativity Certified Trainers as part of your ongoing development are exclusive to Relativity Certified Trainers. These videos help strengthen your technical training knowledge and keep you in the know on new Relativity releases as they relate to training content. |
| Access to Survey Results | You receive feedback submitted by training attendees after you conduct and complete your trainings. |
| Swag | You receive exclusive, in-demand Relativity swag to show you are part of the Relativity Certified Trainer community upon completion of bootcamp. |

Sponsoring Company Recognition

Your Sponsoring Company will receive recognition for having a Certified Relativity Trainer on staff on the Partner section of the Relativity website, if applicable.

Pricing Structure

Investing in your participation with the RCT Program offers numerous benefits. The following explains the costs associated with the RCT Program:

Pricing

Bootcamp

The introductory bootcamp experience is a five (5) day course that is required in order to achieve the Relativity Certified Trainer Pro certification. Upon satisfaction of the minimum program entry requirements and acceptance into the RCT program, you will enroll in this course at no registration cost to you. There is no registration fee for attending bootcamp, but you are responsible for travel, accommodation and other personal expenses, if applicable.

Conducting Classes

Classes delivered on-site or virtually for your Sponsoring Company or your Sponsoring Company's End Users by Relativity Certified Trainers are billed at a 50% discount of our standard per attendee fee. This discounted rate includes access to Relativity training materials, access to Relativity virtual machines, administrative setup of your course, and post training environment access, if applicable. Upon submitting a request to host your training to training@relativity.com and execution of the relevant training agreement, Relativity bills you at this rate for the number of participants listed (unless prepaid credits have already been purchased).

Relativity doesn't provide refunds if the final attendance number is less than requested. If you need to add additional attendees to a class beyond what was initially requested (but not exceeding the 12-person maximum as set forth in the Training FAQ), email training@relativity.com. Relativity will charge you the same rate for the added participants.

You are responsible for ordering and purchasing the printed class materials via Relativity's print vendor, Mimeo. Prices for printed materials will vary based on the number of units ordered and the printing and shipping selections you make. Please note, any additional class costs are your responsibility (e.g., participant travel, lunches, etc.).

Beginning in April 2021, Relativity may, in its discretion, permit you to conduct one or more open enrollment training classes (i.e. classes that are marketed and scheduled through Relativity's website and are open to the public). Please email training@relativity.com to inquire.

Payment

There are three ways that the training classes that the RCT classes can be paid for:

1. **Ad Hoc:** RLM will require an agreement to be signed for each session they schedule, and they should be billed the standard \$350 per attendee rate for their attendees. RLM will include billing notes if they have had last minute cancellations or additions to ensure that finance knows the number of attendees to bill for.
2. **Prepaid Training Credits:** Clients with preexisting prepaid credits may use their prepaid training credits toward RCT training sessions. RCT attendees will still be 1 credit/person/class and no additional discount will be granted. No new agreement will be signed for classes using these prepaid credits.
3. **Prepaid RCT Training Credits:** Clients wishing to pre-purchase a bulk amount of RCT training credits may do so at the discounted rate of \$350 per attendee. These RCT training credits may only be used for RCT training classes and may not be used for any Relativity sponsored training sessions. We will require a prepaid credit agreement to be signed upon the purchase of the credits. No new agreement will be needed for each individual class.

Conducting Training Classes

Once certified, you will be able to conduct training for your Sponsoring Company and/or your Sponsoring Company's End Users at a frequency that works best for your organization. All training will be conducted in RelativityOne, and we do not provide training environments for previous versions of Relativity. To help practice in preparation for your classes you may obtain a RelativityOne training environment to run through the training. Email training@relativity.com to receive your practice environment. Please note only one (1) instance will be provided per quarter per person.

Approved Training Audiences

Relativity Certified Trainers may only deliver training courses for personnel employed by the Relativity Certified Trainer's Sponsoring Company, or if the Sponsoring Company is a Relativity Partner, Relativity Certified Trainers may also deliver training courses for personnel employed by the Sponsoring Company's customers ("End Users"). The Relativity Certified Trainer can travel and train Sponsoring Company and/or End User employees in other company locations. If the Sponsoring Company or End User is part of a global partnership, the Relativity Certified Trainer can train Sponsoring Company and/or End User employees across the global locations (e.g. if the Relativity Certified Trainer's Sponsoring Company is Acme France, the Relativity Certified Trainer can also deliver training courses for Acme Belgium and Acme Japan, provided that all employees share the primary Acme email domain).

Notwithstanding the foregoing limitations on approved training audiences, beginning in April 2021, Relativity may, in its discretion, permit Relativity Certified Trainers to conduct one or more open enrollment training classes (i.e. classes that are marketed and scheduled through Relativity's website and are open to the public). Please email training@relativity.com to inquire.

Submitting Training Requests

We require you to schedule your classes at least two (2) weeks in advance to ensure your training environment is available on time and any applicable training agreements are signed. You need to provide the following information to Relativity in your scheduling request via email to training@relativity.com:

- Date and time of training, including time zone training will be held in.
- Physical address for where the training will take place (if not virtual).
- Name of Relativity Certified Trainer.
- Name of signatory for applicable training agreement.
- Evidence of connectivity to training environment (<https://training.relativityone>)

Training Delivery Policies

- **Class size** – 1-12 attendees
- **Attendee Registration** – Registration of training attendees must be finalized three (3) business days before the start time of your class. If an attendee is no longer able to attend, you may substitute another attendee in their place. However, Relativity doesn't provide refunds if you are unable to replace the attendee. Relativity designed these training courses for an in-person or virtual audience, from the activities to the interactions.
- **Cancellation** – You may cancel your training class up to three (3) business days prior to the start time of your training. If you cancel a class, we will refund to the original payment method for that class (or refund any prepaid credits you allocated to the class). Class cancellations occurring within three (3) business days will result in a \$500 liquidated damages fee.
- **Printing** – Workbooks must be ordered for each class to ensure your course content reflects the most recent updates. You will order and purchase print materials for your classes through our print vendor, Mimeo. Once you are certified, you will receive an email with credentials and instructions for ordering. We advise ordering training materials approximately two (2) weeks prior to your training class, so materials are delivered on time and you avoid rush delivery fees. Relativity is not responsible for purchasing materials or processing fees associated with the purchase.
- **Attendance Reporting** –To remain in good standing as a Relativity Certified Trainer, and for attendees to earn Relativity Continuing Education (RCE) credits for the attendees, report attendance accurately. To receive RCE credits, attendees must be present for the duration of the training. We will not award RCE credits for partial attendance. A report of the final attendance list is due to the Relativity Learning Management team at training@relativity.com within 24 hours of the training.
- **Blackout dates** – No trainings may be conducted during the week of Relativity Fest Chicago (dates vary). No trainings will be conducted during training upgrade blackout periods (dates vary). No trainings may be conducted during the following US Holidays:

Holiday Schedule

Holidays - US	2022	2023
Winter Break	January 1, Saturday	January 1, Sunday
Martin Luther King Jr. Day	January 17, Monday	January 16, Monday
Memorial Day	May 30, Monday	May 29, Monday
Juneteenth	June 19, Sunday (Observed on June 20, 2022)	June 19, Monday
Summer Break	July 4, Monday	July 4, Tuesday
Summer Break	July 5, Tuesday	July 5, Wednesday
Summer Break	July 6, Wednesday	July 6, Thursday
Summer Break	July 7, Thursday	July 7, Friday
Summer Break	July 8, Friday	July 8, Saturday
Summer Break	July 9, Saturday	July 9, Sunday
Summer Break	July 10, Sunday	July 10, Monday
Labor Day	September 5, Monday	September 4, Monday
Thanksgiving Day	November 24, Thursday	November 23, Thursday
Friday after Thanksgiving	November 25, Friday	November 24, Friday
Winter Break	December 25, Sunday	December 25, Monday
Winter Break	December 26, Monday	December 26, Tuesday
Winter Break	December 27, Tuesday	December 27, Wednesday
Winter Break	December 28, Wednesday	December 28, Thursday
Winter Break	December 29, Thursday	December 29, Friday
Winter Break	December 30, Friday	December 30, Saturday
Winter Break	December 31, Saturday	December 31, Sunday

Survey Feedback

Relativity sends surveys to all training attendees and collects the survey responses. You will receive a summary of anonymous survey responses for classes that you conduct. If any of your surveys meet the following criteria, you will be required to meet with a Relativity Trainer to discuss the feedback and put together a plan of action to address it. If you train again and the surveys again meet the criteria for remediation outlined below, you will be required to meet with a Relativity Trainer to discuss the feedback. This will be the last remediation. If you receive surveys that meet the following criteria for a third time, you will be removed from the program.

Criteria for remediation:

1. CSAT scores less than an 8
2. Negative feedback

In Class Technical Support

Relativity will provide you with training environments in the form of virtual machines (VMs). VMs will deploy automatically for the Relativity Certified Trainer and for each training attendee. Please use [this guide](#) to support the use of the virtual machines (VMs). If you experience technical issues with your VMs, refer to the support guidelines outlined below.

Support Guidelines

- It is imperative to test your connectivity to the training environments at least three (3) business days before the training. You must confirm connectivity by sending a confirmation of the connectivity test to training@relativity.com. Relativity will be unable to troubleshoot connectivity problems during your class. The inability of an attendee to connect will result in the forfeiture of registration fees for that class.
 - Connectivity failure may be a result of settings on the network, the individual workstation or both. Relativity provides directions on troubleshooting these issues ahead of the training. Engage your internal IT team to assist with troubleshooting these issues before training.
- Any malfunctions due to user error, failure to test connectivity, etc., are your responsibility to troubleshoot and no refund for training will be granted if the issue is found to be outside of Relativity's control.
- The Relativity Learning Management team will assist with any malfunctions due to VM/Relativity failure between the hours of 8:00 AM to 5:00 PM (CST/CDT). Contact training@relativity.com for assistance. VM/Relativity malfunctions occurring outside of this time will result in a full refund for the impacted attendees.
- Outside of the designated support hours contact support@relativity.com for assistance.

RCT Program: Legal Terms and Conditions

This Guide. By participating in the RCT Program, each Relativity Certified Trainer and Sponsoring Company will be deemed to have accepted and agreed with the policies and requirements in this Guide, including the legal terms and conditions set forth herein. Additionally, all policies contained in the [Relativity Training FAQ](#) and [Certification FAQ](#) shall apply to the extent they are applicable to the RCT Program and do not conflict with this Guide. Relativity may update this Guide from time to time, provided Relativity will use reasonable efforts to communicate any material changes via email or by posting a notice in the Relativity Community.

RCT Program Participation. Relativity reserves the right to change or discontinue the RCT Program at any time, provided Relativity will communicate any material changes via email or by posting a notice in the Relativity Community. Relativity Certified Trainers and Sponsoring Companies may freely withdraw from the RCT Program at any time by notifying training@relativity.com. Notwithstanding anything to the contrary contained in this Guide, Relativity retains sole discretion respecting all matters pertaining to the RCT Program, including decisions about whether to accept any party into the RCT Program or to permit any party to continue participating in the RCT Program even if such party is otherwise technically eligible. Relativity may also suspend or terminate any party's participation in the RCT Program at any time without prior notice in case of any violation of these RCT Program terms.

Sponsoring Company Eligibility. Each Sponsoring Company must be a licensed user of Relativity, as set forth above, and must be in “Good Standing”, which herein means: (a) Sponsoring Company is in full compliance with, and has not violated any provisions of the RCT Program, any applicable laws, rules, regulations, court orders, or professional license rules of conduct; (b) there has been no litigation or dispute between Sponsoring Company and Relativity, and Sponsoring Company has continuously acted in good faith in dealing with Relativity, as determined in Relativity's sole discretion; (c) Sponsoring Company has not infringed or misappropriated any intellectual property rights of Relativity, as determined in Relativity's sole discretion; and (d) Sponsoring Company is not insolvent or subject to an insolvency proceeding. Each Sponsoring Company's ability to participate and obtain any benefits under this RCT Program will lapse if such company is no longer considered to be in Good Standing, as determined in Relativity's sole discretion.

Distribution of Training Materials; Recordings. As set forth above, each Relativity Certified Trainer Pro and Sponsoring Company is responsible for ordering and paying for training workbooks from Relativity's third-party printing vendor. Relativity may also provide other training and study materials, including but not limited to presentations, instructor guides, outlines, webinars, practice examinations, on-demand videos and tutorials, and study plans (together with training workbooks, “Training Materials”). The Training Materials may only be shared with and used by individuals who properly attended the training class for which the Training Materials were provided, unless Relativity provides written authorization otherwise. Relativity does not permit any training class to be recorded, and each Relativity Certified Trainer and Sponsoring Company agrees to comply with and enforce this policy.

Translation of Training Materials. All Training Materials are provided in English. Training Materials may not be modified, however, supplemental training materials in a non-English language may be created by the Relativity Certified Trainer, at their discretion; provided (a) all such supplemental materials created by the Relativity Certified Trainer shall clearly be identified as unofficial and not created, reviewed or endorsed by Relativity, and (b) Relativity will not be responsible for the accuracy of any such supplemental materials, nor for providing support or answering questions related to the supplemental materials.

Intellectual Property. Relativity and its third party vendors own and shall continue to own the entire title and interest in and to all intellectual property and other proprietary rights related to Relativity, the Relativity training environment and the Training Materials. Relativity Certified Trainers shall retain, preserve, and not cover-up or obscure, any trademark, trade name, copyright notice or other proprietary notice on any Training Materials. No party is permitted to use any Relativity trademark or logo except as expressly set forth in this Guide or as authorized by Relativity in writing. Any use of Relativity's name, logo and trademark shall be in accordance with the [Relativity's Trademark Guidelines](#), as updated from time to time.

Confidentiality. In connection with the RCT Program, Relativity Certified Trainers and Sponsoring Companies may receive materials or learn information which is confidential and/or proprietary to Relativity (“Confidential Information”). Relativity Certified Trainers and Sponsoring Companies will maintain strict confidentiality respecting any Confidential Information, which includes materials, data or information that: (a) are marked or identified as “confidential”, or (b) are of a nature, whether oral or written, that a reasonable person would know or suspect to be confidential or proprietary, or would know or suspect that there may be a detrimental effect on Relativity's competitive position or the integrity of Relativity's Training and Certification Programs if disclosed.

Limitation of Liability. Relativity does not provide any assurances or guaranties that any training administered by a Relativity Certified Trainer will be accurate, result in any particular level of skill in using Relativity, or prepare attendees to take successfully achieve any Relativity certification. IN NO EVENT SHALL RELATIVITY BE LIABLE TO ANY RELATIVITY CERTIFIED TRAINER, SPONSORING COMPANY, OR TO ANY THIRD PARTY FOR ANY DIRECT, INDIRECT, CONSEQUENTIAL, INCIDENTAL, EXEMPLARY, SPECIAL OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGES WERE FORESEEABLE AND WHETHER OR NOT RELATIVITY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Relationship of Parties. The parties are only acting as independent contractors in connection with the RCT Program. Neither this RCT Program Guide, nor the actions of any party, nor any statements regarding “partners” or a “partnership” on Relativity's or any Sponsoring Company's website, in their respective marketing materials or other documentation, or made in any communications between the parties or with other parties, shall be interpreted as creating an actual or implied

legal partnership, joint venture, agency or other relationship, and Sponsoring Companies and Relativity Certified Trainers shall not hold themselves out to any other party as having any such relationship with Relativity. Sponsoring Companies and Relativity Certified Trainers shall not assume or make any obligation, commitment, guaranty, assurance, representation or warranty, for or on behalf of Relativity, whether express or implied, or that purports to be binding on Relativity. There are no third-party beneficiaries of the RCT Program or this RCT Program Guide.

Legal Compliance and Code of Conduct. Relativity Certified Trainers and Sponsoring Companies shall comply with all applicable international, federal, state, and local laws, statutes, ordinances, rules, regulations, codes, and other governmental requirements, and court and administrative decisions, orders and decrees, including laws respecting: (a) anti-bribery and anti-corruption; (b) non-harassment and non-discrimination (including the provision of disability accommodations); and (c) the security and privacy of personal data. Relativity Certified Trainers and Sponsoring Companies shall act lawfully, honestly, professionally and ethically when administering Relativity training classes and shall not engage in any behavior or misconduct that could compromise the confidentiality, integrity or security of the RCT Program, or Relativity's Training and Certification Programs. Sponsoring Company shall have, and reasonably enforce, a reasonable employee code of conduct, and shall provide a copy to Relativity from time to time upon request.