

## Video Interviewing (Idealinterviews) Terms

IdealTraits Inc. Video Interviewing add-on, otherwise known as Idealinterviews, is designed to enhance your applicant tracking experience. The purpose of this tool is to enable employers and recruiters using our Applicant Tracking System (ATS) to create and send one-way video interviews to candidates who have applied to their job openings. The Video Interviewing add-on streamlines the hiring process, allowing for a more efficient and effective evaluation of candidates.

### 1. User Responsibility

By using the Video Interviewing add-on, you agree to take full responsibility for its usage. You must ensure that you use the tool in compliance with all applicable laws and regulations, including but not limited to Equal Employment Opportunity Commission (EEOC) guidelines. As a user, you are solely responsible for:

1. Drafting and sending video interview questions that are EEOC compliant and do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other protected status.
2. Maintaining the confidentiality and security of candidate responses and personal data in accordance with our Privacy Policy.
3. Using the Video Interviewing add-on in a professional and ethical manner, respecting candidates' privacy and dignity.

### 2. Prohibited Activities

To ensure a positive and respectful experience for all users, the following activities are strictly prohibited:

1. Sending inappropriate or offensive content in video interview questions.
2. Discriminating against candidates based on protected characteristics, as defined by applicable anti-discrimination laws.
3. Violating candidates' privacy rights or collecting personal information without their consent.
4. Attempting to circumvent or manipulate the Video Interviewing add-on's functionality or security measures.
5. Engaging in any illegal or unethical activities while using the add-on.

### 3. Account Suspension and Termination

We reserve the right to suspend or terminate your access to the Video Interviewing add-on if we have reasonable grounds to believe that you have violated these terms of use. Account suspension or termination may occur with or without notice, depending on the severity and

nature of the violation. In the event of such actions, you may lose access to your data and the use of our ATS.

#### **4. No Liability**

IdealTraits Inc. and its affiliates shall not be liable for any direct, indirect, incidental, special, or consequential damages resulting from the use of the Video Interviewing add-on, including but not limited to any loss of data or interruption of business operations. You agree to use the tool at your own risk.

#### **5. Compliance with Laws**

Users of the Video Interviewing add-on must adhere to all applicable local, state, and federal laws, as well as international regulations, when using the tool. It is your responsibility to ensure compliance with relevant legal requirements, including but not limited to data protection and privacy laws.

#### **6. General Terms**

These terms of use for the Video Interviewing add-on are subject to change at any time, with or without notice. It is your responsibility to review these terms periodically to stay informed of any updates or modifications. Your continued use of the tool after any changes constitutes your acceptance of the revised terms.