

# The Skills and Business Hub

## Business Directory Listings, Event Listings and Job Opportunity Listings – Terms of Use

### 1. Purpose of the Platform

The Skills and Business Hub Business Directory, Events and Jobs platform (“the Platform”) is provided to support **business growth, skills development and collaboration** across **Berkshire and the surrounding counties**.

The Platform enables members to:

- List their business and services in the Skills and Business Hub Directory
- Promote relevant business events
- Advertise job, apprenticeship and work-based learning opportunities

Use of the Platform is subject to these Terms of Use.

### 2. Eligibility and Geographic Focus

The Platform is **primarily intended for businesses based in Berkshire and the surrounding counties**, or those that:

- Employ staff locally
- Deliver services within the Berkshire area
- Contribute directly to the Berkshire economy, skills system or labour market

The Skills and Business Hub reserve the right to determine whether a business or posting falls within the intended geographic and strategic scope of the Platform.

### 3. Membership and Responsibility

By submitting a listing, event or job opportunity, the member confirms that:

- All information provided is **accurate, up to date and truthful**
- They are authorised to act on behalf of the business or organisation
- Content submitted complies with these Terms of Use

Members are responsible for **maintaining and updating their content**, including removing expired or filled job opportunities.

#### 4. Business Directory Listings

To ensure fairness, quality and relevance:

- Each organisation may submit **up to a maximum of two (2) business listings**
- Listings must not be duplicated or used to promote substantially the same services multiple times
- Listings should be **business-to-business (B2B) focused** and relevant to the needs of employers, partners and stakeholders in the region
- Listings may not be used solely for affiliate marketing, lead generation, or promotional activity unrelated to the listed business.

#### 5. Events Listings

Members may submit business-related events, including:

- Networking events
- Workshops and training
- Sector-specific or skills-focused events

Conditions:

- Events must be **relevant to businesses operating in Berkshire and the surrounding counties**
- Events must be genuine, time-specific and clearly described

#### 6. Job and Opportunity Listings

Members may advertise:

- Job vacancies
- Apprenticeships
- Internships and supported work-based learning opportunities

## Conditions:

- Opportunities should be **based in Berkshire or the surrounding counties**, or clearly support the Berkshire labour market (e.g. hybrid roles with a local base)
- Each organisation may post **up to two (2) active job or opportunity listings at any one time**
- All roles must comply with relevant employment legislation and best practice

## 7. Review and Editorial Control

To protect the integrity and purpose of the Platform:

- The Skills and Business Hub **reserves the right to review, approve, edit, reject or remove** any listing, event or job opportunity
- Content may be declined or removed at any time, including (but not limited to) where it:
  - Falls outside the geographic or strategic focus of the Platform
  - Is duplicated, misleading, outdated or incomplete
  - Is primarily promotional or advertising-led
  - Is deemed inappropriate or inconsistent with the aims or values of the Skills and Business Hub

Publication of content is **not guaranteed**, and decisions are final.

## 8. Prohibited Use

The Platform must not be used to:

- Publish misleading, false or offensive content
- Spam, overwhelm or crowd out other users through excessive posting
- Promote unrelated products, political content or non-business activity
- Breach intellectual property, data protection or employment laws

## 9. Limitation of Liability

The Skills and Business Hub:

- Does not endorse or verify individual businesses, services, events or job opportunities
- Is not responsible for agreements, transactions or outcomes arising from use of the Platform

- Accepts no liability for loss or damage arising from reliance on content posted by members

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

The Skills and Business Hub reserves the right to update these Terms of Use at any time. Continued use of the Platform constitutes acceptance of the current Terms.

## **11. Contact**

If you have questions about these Terms of Use or the suitability of your content, please contact the Skills and Business Hub team at [info@skillsandbusinesshub.org](mailto:info@skillsandbusinesshub.org)