**Application form: Male Victims’ Standard - accreditation application form**

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| --- | --- |
| **Organisation contact details** | |
| Organisation name |  |
| Address |  |
| Postcode |  |
|  | |
| **Project Manager-Accreditation Lead details** | |
| Name |  |
| Job title |  |
| Contact number |  |
| Email |  |
|  |
| **Signed on behalf of the organisation** | |
| I am authorised to apply for the Respect Male Victims’ Standard accreditation assessment on behalf of my organisation. | |
| Signed |  |
| Print name |  |  |
| Date |  |  |

Please complete and return this application by email.A Respect member of staff will be in touch to discuss your readiness and timeline before issuing a contract.

For your information, the following terms and conditions will apply when we issue you with a contract and it has been signed and dated:

**Terms and conditions**

**1. Payment**

You will be invoiced for the fee as agreed and set out below on returning a fully executed copy of the Contract. Payment is to be made by you to Respect within 30 days of the date of the invoice. This payment is non-refundable.

**2. Submission of evidence**

On returning the Contract you will receive instructions on how to submit your evidence and will have an agreed period in which to do this.

**3. Delay and cancellation**

If you cannot submit your evidence by the date specified, Respect reserve the right to charge £350 + VAT for a three-month extension. If you fail to submit evidence after this period, we will treat it as a cancellation. If assessment is cancelled, no refunds will be made.

**4. Assessment visit**

After you have submitted your evidence for desktop review, a Respect assessor ("**Assessor**") will contact you to arrange the assessment visit/s. Any changes that you request to the assessment date agreed with your Assessor may incur additional charges as reasonable.

**5. Meeting criteria**

If your final report deems that you have not met the required criteria in some areas of the standard, such determination to be at the sole discretion of Respect, you will be given up to three months in which to provide additional evidence based on recommendations from Respect, which will incur a charge of £350 +VAT. If you do not meet the required criteria after this period, you will not be awarded accreditation, such determination to be at the sole discretion of Respect.

**4. Amendments to Contract**

Any amendments or variations to the Contract requested or required by the Organisation may incur additional charges as reasonable. No amendment shall be effective unless it is agreed in writing and signed by Respect.

**5. Confidentiality**

Unless otherwise expressly requested by the Organisation in writing and addressed to Jo Todd Chief Executive Officer, Respect reserves the right to identify the Organisation on the Respect website and promotional materials. The Assessor will not disclose, to anyone outside of the Organisation or outside of Respect, any information deemed by the Organisation to be confidential. All Respect staff and associates and assessors will sign confidentiality agreements which will be provided to the Organisation upon request.

**6. Intellectual property**

All intellectual property rights which belong to a party prior to the signing of this Contract shall remain vested in and the property of that party. This includes copyright in the documents used within the assessment process, which must not be used for any other purpose.

**7. Specific needs**

Please inform Respect of any specific needs (e.g. large print materials) at the time of application or as soon as reasonably possible if any service alteration is required.

**8. Complaints**

Complaints about any aspect of the assessment process must be put in writing and addressed to Jo Todd Chief Executive Officer, who will acknowledge receipt of the letter and will investigate the complaint in line with Respect's complaints policy.

**9. Governing law**

This Contract and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by, and construed in accordance with the law of England.

**10. Jurisdiction**

Each party irrevocably agrees that the courts of England shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Contract or its subject matter or formation (including non-contractual disputes or claims).