



Include Information Management's Privacy Policy

We want our website and all other interactions with Include Information Management, Inc. (i2m) to be useful and informative. We provide our website as a means for you to obtain information about i2m and the ways in which we can help you.

This Privacy Policy applies to the i2m website, its ticketing and support systems, and all general and e-mail correspondence and governs data collection and usage. For the purposes of this Privacy Policy, unless otherwise noted, all references to i2m include all the above areas.

The i2m website is primarily an informational site.

Collection of Information

If you are merely visiting our website, you are not required to provide any personal information and i2m does not collect any personal information about you. If you would like to learn more about i2m, including our services and events, you will have the opportunity to provide basic information via our website, e-mail, or by phone, so we can contact you. You may also be asked for contact information such as your name, company affiliation, job title, physical mailing address, e-mail address and telephone number. Regarding the collection of this information, i2m disclaims any legal duty to verify the accuracy of any personal information that you provide to us through our websites or other contact methods with i2m

We may also collect and process the following data about you:

- We may ask you to complete surveys that we use for research purposes, although you do not have to respond to them.
- Details of your visits to our website, including but not limited to, IP address, traffic data, location data, weblogs, and other communication data and the resources that you access. This is statistical data about your browsing actions and patterns and does not identify any individual.
- If you contact us, regardless of the method, we may keep a record of that correspondence.

i2m's intent is not to collect any sensitive personal information from you. Sensitive personal information includes but is not limited to race or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record. We request that you do not provide us with sensitive personal information of this nature.

Please keep in mind that if you directly disclose personally identifiable Information or personally sensitive data through our website, this information may be collected and used by others.

i2m encourages you to review the privacy statements of websites you choose to link to i2m so that you can understand how those websites collect, use, and share your information. i2m is not responsible for the privacy statements or other content on websites outside the i2m website.

Use of your Personal Information

i2m collects and uses your personal information to operate its website and deliver the products and services you have requested.

i2m may also use your personally identifiable information to inform you of other products or services available from i2m and its affiliates. i2m may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

i2m does not sell, rent, or lease its customer lists to third parties.

i2m may share data with trusted partners to help perform statistical analysis, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to i2m, and they are required to maintain the confidentiality of your information.

i2m will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on i2m; (b) protect and defend the rights or property of i2m; and, (c) act under exigent circumstances to protect the personal safety of users of i2m, or the public.

Security of your Personal Information

i2m secures your personal information from unauthorized access, use, or disclosure.

Children Under Thirteen

i2m does not knowingly collect personally identifiable information from children under the age of thirteen. If you are under the age of thirteen, you must ask your parent or guardian for permission to use this website or contact i2m.

Opt-Out & Unsubscribe

We respect your privacy and give you an opportunity to opt out of receiving announcements of certain information.

Changes to this Statement

i2m will occasionally update this Privacy to reflect company and customer feedback. i2m encourages you to periodically review this Policy to be informed of how i2m is protecting your information.

Contact Information

i2m welcomes your questions or comments regarding this Privacy. If you believe that i2m has not adhered to this Statement, please contact i2m at:

Include	Information	Management,	Inc.
600 West	Germantown	Pike, Suite	400
Plymouth	Meeting,	PA	19428
888-991-3814			



Include Information Management's Justice, Equity, Diversity, & Inclusion Statement

At Include Information Management, Inc. (i2m) we are committed to ensuring the tenants of Justice, Equity, Diversity, and Inclusion (JEDI). These tenants are vital to our mission, culture, and vision, driving meaningful change and sustainable progress within our organization.

As an ever-evolving company, we have made a commitment to actively work to implement justice, equity, diversity, and inclusion into every aspect of our business. We know that this commitment will strengthen our internal structure and culture, enhancing the products and the quality of the services we deliver to our clients. At the center of our JEDI policy is our company's adherence to a non-discrimination policy.

Justice

We strive to break down barriers and systemic disadvantages to resources, opportunities, and participation for people who have been historically excluded – both in our work with partners and in our work environment at i2m. We strive to facilitate equitable access to decision-making processes and a safe and productive work environment.

Equity

Tackling inequity and ensuring a workplace environment where practices, projects, and partnerships are fair and equal is a vital component to i2m's structure and work. Recognizing disparities that impact equality, we strive every day, both within our company and with outside partners, to create a world where equity and justice thrive. We do this by ensuring equal access to opportunities, approaching every day with an open mind, promoting a work culture that understands and respects the unique differences, valuable skills, and experiences individuals contribute to i2m.

Diversity

Within our work environment at i2m, and in our relationships with partners across multiple sectors, we believe that diversity should be supported and celebrated. At i2m, we actively work to meaningfully engage with a diverse set of individuals, recognizing that their lived experiences and unique backgrounds emulate our core ideals, make our work outcomes richer and more productive, and reflect the world in which we live and work.

Inclusion

We know that the mission and vision of our company are not achievable without the active inclusion of diverse perspectives. We actively work to facilitate a culture of respect and welcome the full involvement of all individuals who want to contribute to the mission and vision of i2m



Include Information Management's Non-Discrimination Policy

Include Information Management, Inc. (i2m) is an equal opportunity employer and does not discriminate on the basis of race, religion, gender, gender identity/expression, sexual orientation, age, origin, disability, marital/parental status, or previous affiliations. i2m upholds a workplace standard that does not tolerate harassment of any kind. Open communication and leadership support for reporting discrimination and harassment is available, discussed with all staff, and confidential in nature.