**HerNest**

*Human Centered Data Ecosystem*

**Mou Template Usage Policy For Subscribing Businesses**

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**📖 HOW TO USE THIS TEMPLATE**

**What This Is**

Policy templates for your organization.

**How to Use**

* Choose the policy you need
* Replace all [PLACEHOLDERS]
* Customize for your needs
* Review with your team

**Tips**

* Get legal review if needed
* Update policies annually

**📝 ABOUT PLACEHOLDERS**

* [Organization Name] → Your organization name
* [Your Name] → Your actual name
* [Date] → Actual date
* HerNest or [HerNest] → Keep as is (ecosystem name)
* Any [BRACKETED TEXT] → Your information

**📄 TEMPLATE CONTENT**

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**Hernest Template Usage Policy for Subscribing Businesses**

**1. Purpose**

To ensure all subscribing businesses, non-profits, and partners use Hernest-approved legal and operational templates without alteration to core clauses, branding, or intellectual property protection.

**2. Approved Template Categories**

Subscribing Businesses will have access to the following Hernest templates:

Volunteer & VIT (Volunteer in Transition) Training Guides

Standardized guide across all partnership, program, and communications trainings.

Cannot be altered except for inserting organization-specific names, dates, or program details.

Hiring & Talent Management Templates

Includes MOUs, employment agreements, role descriptions, and onboarding documents.

Designed for both non-profits and businesses.

Partnership & Collaboration Templates

For formal collaborations, partnerships, and joint programs.

**3. Branding & Watermark Requirement**

All MOUs and Hernest-approved documents used by Subscribing Businesses must have the official Hernest watermark before sharing externally.

Any document without the watermark is not considered Hernest property and will be invalid in disputes.

**4. IP & NDA Clause Protection**

NDA Clause: All MOUs include a fixed NDA clause stating that all proprietary information, concepts, frameworks, and intellectual property remain the sole property of Hernest.

IP Clause: Prohibits replication, resale, or adaptation of Hernest frameworks without written consent.

Tampering Rule: NDA and IP clauses must remain exactly as in the original template—no edits, deletions, or replacements.

**5. Sections Allowed to be Edited**

Parties’ names, project/program title, dates, deliverables, and contact details.

Scope of work or partnership-specific outcomes.

Timeline and review periods.

**6. MOU Distribution & Access**

Only the Partnerships Department or designated Team Lead may distribute MOU templates.

Before an MOU is issued, the requesting party must complete a MOU Request Form (see below).

**7. MOU Request Form (Mandatory Before Issuance)**

The form should collect:

Overview of the partnership/collaboration/hiring

Expected outcomes

Needs of each party

Checklist confirming pre-MOU actions (varies by category)

**A. Checklist for Hiring/Talent MOUs**

**B. Checklist for Partnerships/Collaborations**

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*HerNest • Empathy First • Truth as Foundation • Sustainable Impact • Capacity, Not Dependency*