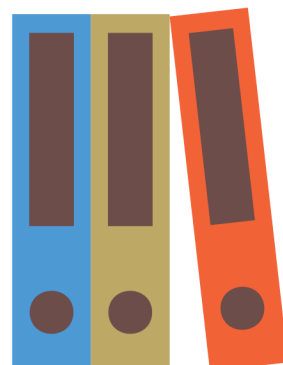


# TIPS AND TRICKS FOR TRAINERS: LEGAL MATTERS



## CONTRACTS



- Insist on a written contract before starting your assignment.
- Clearly state: the task and results to be delivered, the property and usage rights, the liabilities, the timeframe, cancellation clauses, tax issues and remuneration.
- If substantial changes happen during the assignment ask for formal amendments to the contract.

## INSURANCE



- Have a European Health Insurance Card or other health and accident insurance.
- When hosting activities:
  - Insist that participants come insured.
  - Make participation agreements.
  - Insure the activity itself.

## ACCOUNTANCY



- Be honest with your accountant regarding your financial situation.
- Ensure accuracy in all your financial matters.
- Retain records for the necessary duration as per local regulations.
- Seek an accountant or advisor well-versed in your field.

## LEGAL ADVICE



- Ensure compliance with all relevant regulations in your country and countries of operation.
- Keep all your training contracts and agreements.
- Safeguard your intellectual property rights, including training materials, curriculum, and branding.
- Stay informed about international compliance regulations.