TERMS AND CONDITIONS FOR BOOKING, DELIVERING AND ATTENDING PROFESSIONAL TRAINING

organised by IUSTORIA, advokátní kancelář, s.r.o.

VERSION V. 261123

EFFECTIVE FROM 23 NOVEMBER 2026

This is a translation. In the event of any discrepancy, the Czech wording prevails.

IUSTORIA, advokátní kancelář, s.r.o. · IČO 173 53 866 · Slovákova 279/11, Veveří, 602 00 Brno · info@iustoria.cz · +420 777 366 857

> *This is a convenience translation of the Czech original. In the event of any discrepancy, the Czech version prevails.*

1. Who Organises the Training and What These Terms Cover

1.1 The training is organised by IUSTORIA, advokátní kancelář, s.r.o., Company ID (IČ): 17353866, VAT ID (DIČ): CZ17353866, with its registered office at Slovákova 279/11, Veveří, 602 00 Brno, registered in the Commercial Register maintained by the Regional Court in Brno, Section C, File 129769, telephone +420 777 366 857, email info@iustoria.cz ("we").

1.2 These terms apply to the professional training courses we organise:

- **open sessions**, for which anyone may register, held in person or streamed online;
- **in-house training**, ordered by a single customer for its own people and held at its premises, at ours or online.

1.3 We provide training as a legal service, as part of our practice of law; it is delivered by an attorney of our firm on the firm's behalf. Matters not covered by these terms are governed by our General Terms and Conditions (the "General Terms") in the version in effect on the day the agreement is concluded. Where these terms differ from the General Terms, these terms prevail.

1.4 The **customer** is whoever orders and pays for the training (a company, a municipality or another person). A **participant** is whoever attends the training; the customer may also be a participant. The customer is responsible for paying the price and for making participants aware of these terms; participants must comply with Articles 9 to 12.

1.5 We are registered for VAT. We state training prices as "+ VAT" and, in brackets or in a table, also including VAT. VAT at 21% is added to all amounts in these terms.

2. Registration, Orders and Conclusion of the Agreement

2.1 You can register for an open session using the form on the training page at www.iustoria.cz or by email to info@iustoria.cz. In the registration you provide the customer's details (name, Company ID if one has been assigned, billing address and email address) and the name and email address of each participant.

2.2 The agreement is concluded once we confirm your registration by email. Places are allocated in the order in which registrations are confirmed. If a session is full, we will offer you another date or a place on the waiting list.

2.3 We are not obliged to accept a registration or to give our reasons. Typically the reason is a conflict of interest, for example where the customer is an opposing party to one of our clients; the reason itself may be information we are not permitted to disclose. If we become aware of such a reason only after confirming the registration, we will withdraw from the agreement. In either case we will refund everything you have paid within 14 days.

2.4 You order in-house training by confirming our quotation; an email is sufficient. The quotation states the training course, date, venue, start time, number of people included in the price, the surcharge for additional people and the total price including travel costs and overnight accommodation under Article 4. The agreement is concluded once we receive your confirmation. Changes are possible only by agreement.

3. Price and Payment

3.1 The price of an open session is stated in the course details on our website; the price of in-house training is stated in the confirmed quotation.

3.2 The price of an open session includes tuition, the materials (a workbook in electronic form and, at in-person sessions, also in print), a certificate under Article 13, refreshments at in-person sessions and, for online sessions, access to the recording under Article 12.2. Participants' travel and accommodation are not included.

3.3 **Open sessions:** we will issue an invoice after confirming the registration, payable within 14 days but no later than 5 working days before the date of the training. If we confirm the registration later, the invoice is payable within 2 working days of issue. If you do not pay on time, we may release your place after giving you prior notice; the day on which the place is released is then treated as the day on which you cancelled your attendance.

3.4 **In-house training:** you pay half the price as an advance payment due within 14 days of confirmation of the order, but no later than 5 working days before the date of the training. We invoice the balance after the training, payable within 14 days. Participants in excess of the number included in the price are charged according to the attendance sheet.

3.5 If payment is late, we charge default interest in accordance with the law.

4. In-House Training: Travel Costs, Overnight Accommodation and Preparation

4.1 The price of in-house training held outside Brno includes the trainer's travel costs as a flat rate according to the distance band set out in Annex 1. The flat rate covers transport, parking and travel time in both directions; we do not bill actual costs separately. The distance is measured by road from our registered office to the venue using a standard route planner, one way.

4.2 If the venue is more than 100 km away and the training starts before 10:00, or more than 230 km away and the training starts before 11:00, the trainer arrives the day before and the price includes the flat accommodation charge under Annex 1. If the customer arranges the accommodation, the flat accommodation charge does not apply.

4.3 For a venue more than 320 km away or outside the Czech Republic, travel costs and accommodation are agreed in the quotation; otherwise the rates in the General Terms apply (CZK 12 + VAT per kilometre and CZK 750 + VAT for each half-hour of travel commenced).

4.4 Articles 5.2 and 5.3 of the General Terms (time lost and travel costs) do not apply to in-house training; travel costs and accommodation are governed solely by this Article.

4.5 The customer must provide a room for the agreed number of people, a projector or screen and an internet connection and, for online training, the platform agreed in the quotation. The price includes a preparatory call of up to 30 minutes in which we clarify who will attend and what they need. We provide preparation based on the customer's own documents beyond this (for example a review of its internal policies, standard terms of business or contracts) only if the quotation includes it.

4.6 Any time by which the start is delayed for reasons on the customer's side is not made up, unless we agree otherwise.

5. Cancelling Attendance at an Open Session and Substitutes

5.1 You may cancel your attendance by email to info@iustoria.cz, even after you have paid the price. If you cancel your attendance:

- no later than 14 days before the day of the training, you pay nothing and we refund the price you have paid;
- 13 to 7 days before the day of the training, you pay a cancellation fee (odstupné) of 50% of the price;
- 6 days before the day of the training or later, you pay a cancellation fee equal to the full price. The same applies if you do not attend without having cancelled.

5.2 What counts is the day on which we receive your cancellation. We set the cancellation fee off against the price paid and refund the balance within 14 days; if the price has not yet been paid, we invoice the cancellation fee.

5.3 You may send a substitute in your place at any time free of charge; it is sufficient to give us their name and email address by email in advance.

5.4 We will transfer you once, free of charge, to another date of the same training course if you ask us no later than 7 days before the day of the training.

5.5 If you have paid a cancellation fee equal to the full price, we will send you the training materials.

5.6 If you are a consumer, Article 7 prevails.

6. Cancellation and Rescheduling of In-House Training by the Customer

6.1 You may cancel in-house training by email to info@iustoria.cz. If you cancel it:

- no later than 30 days before the day of the training, you pay nothing and we refund any advance payment you have made;
- 29 to 8 days before the day of the training, you pay a cancellation fee of 50% of the training price;
- 7 days before the day of the training or later, you pay a cancellation fee equal to the full training price.

6.2 You do not pay the travel costs if the trainer has not yet set off; you do pay any non-refundable costs of accommodation already booked. We set the cancellation fee off against the advance payment and refund or invoice the balance within 14 days.

6.3 You may reschedule once free of charge if you notify us no later than 14 days before the day of the training and the training takes place on the new date within 6 months.

7. If You Are a Consumer

7.1 You are a consumer if you order the training as an individual acting outside the scope of your business or profession. An employee sent to the training by their employer is not a consumer, nor is a business ordering the training in the course of its business.

7.2 If you conclude the agreement with us at a distance (via the website, by email or by telephone), you may withdraw from it without giving any reason within 14 days of the day on which it was concluded. It is sufficient to inform us of this by an unequivocal statement, for example by email to info@iustoria.cz or by letter to our registered office; you may use

the model form in Annex 2. The time limit is met if you send us your withdrawal before it expires. We will refund everything you have paid within 14 days of your withdrawal, using the same means of payment that you used, unless we agree otherwise.

7.3 If the training takes place before the withdrawal period expires and you wish to attend, please expressly ask us in your registration to provide the training during the withdrawal period. If you then withdraw, you will pay a proportionate part of the price for what we have provided up to the time of withdrawal. If you attend the training in full, your right to withdraw from the agreement lapses.

7.4 You do not pay a cancellation fee under Article 5 during the withdrawal period. After the period expires, Article 5 applies; you may send a substitute at any time.

7.5 The body for out-of-court resolution of disputes between an attorney and a consumer arising from legal services agreements is the Czech Bar Association (Česká advokátní komora), Národní 118/16, 110 00 Praha 1 (www.cak.cz), designated by the Ministry of Industry and Trade.

8. Changes and Cancellation by Us

8.1 An open session takes place if at least 6 participants register, unless a different number is stated in the course details. If this number is not reached, we will notify you of the cancellation no later than 7 days before the day of the training.

8.2 If we cancel the training because the minimum number of participants was not reached, the trainer has fallen ill or another serious obstacle prevents the trainer from taking part, we will refund everything you have paid within 14 days or, by agreement, transfer you to another date. We reimburse other costs (for example participants' travel and accommodation) only if we are at fault for the cancellation. This does not affect the rights of consumers under the law.

8.3 We may change the venue within the same municipality and change the start time by no more than 2 hours; we will notify you of the change without undue delay. If we notify you later than 14 days before the day of the training, you may cancel your attendance free of charge. We may change in-person training to online training only with your consent.

8.4 The training is delivered by the trainer named in the course details or in the quotation. If that trainer cannot deliver it, we will reschedule; we will not substitute another trainer without your consent.

8.5 We adjust the content of the training on an ongoing basis to reflect changes in legislation and practice. Changes to individual parts of the programme do not constitute a change to the agreement.

9. How the Training Runs and Online Attendance

9.1 The start, end and venue of the training are stated on the training page and in the confirmation of registration. Participants confirm their attendance by signing the attendance sheet; for online sessions we record attendance on the basis of log-ins.

9.2 The link to an online session is personal and you must not pass it on to anyone else; one link admits one participant. You need a computer with an internet connection, speakers or headphones and the browser or application specified in the invitation. We are not responsible for technical problems on the participant's side. If the stream is interrupted on our side for more than 30 minutes, we will offer you another date or a recording of the training in full.

9.3 Where the training includes a practical part, we will state in the course details whether you should bring your own computer.

9.4 We may exclude from the training a participant who, despite a warning, seriously disrupts it; in that case we do not refund the price.

10. Confidentiality and Your Cases

10.1 Anything the customer or a participant entrusts to us in connection with the training is covered by our duty of confidentiality as attorneys.

10.2 Open sessions are also attended by participants from other companies. For that reason, describe your own cases without names or other details from which individuals or companies could be identified. Participants undertake to keep confidential any matters of other participants that they learn about at the training, including after the training ends.

10.3 What is presented at the training is general in nature and does not replace an assessment of your specific matter. You may arrange an assessment of your specific matter separately under the General Terms.

11. Training Materials and Their Use

11.1 The training materials (workbook, presentation, checklists, templates and recording) are works protected by copyright. We grant each participant a non-exclusive, non-transferable licence to use them for their own purposes and, for in-house training, for the internal purposes of the customer and its employees. You may adapt the templates and use them in your own activities.

11.2 Without our written consent you may not publish or sell the training materials, share them with anyone outside the group of persons referred to in Article 11.1 or use them to run your own training.

11.3 The training materials reflect the position as at the date of the training and we do not update them afterwards.

12. Recording and Photographs

12.1 Participants may not make any audio or video recording of the training or any part of it without our prior consent, not even for their own use.

12.2 We record online sessions so that the recording captures only the trainer and the presentation; we edit out participants' questions. We make the recording available to the participants of that session for 14 days after the training.

12.3 We do not record in-person training. We record in-house training only by agreement with the customer and provide the recording to the customer alone.

12.4 We will take photographs or make recordings in which participants can be identified, and publish them, only with the participants' consent.

13. Certificate

13.1 A participant who has attended at least 80% of the tuition time will receive a certificate of completion. The certificate states the participant's name, the title and content of the training, the date, the format (in person or online), the duration in hours, the trainer and the certificate number.

13.2 The certificate confirms attendance and the content of the training. The training is not accredited training or training of officials of territorial self-governing units under Act No. 312/2002 Coll., and it does not lead to a professional qualification.

13.3 For in-house training we also provide the customer with the attendance sheet and the outline of the training. The customer may use them as a record of the measures it has taken, for example to ensure AI literacy under Article 4 of Regulation (EU) 2024/1689.

14. Liability

14.1 We prepare and deliver the training with professional care in accordance with the state of legislation and practice as at the date of the training. We are liable for damage caused by a breach of our duties; we are insured as set out in Article 12 of the General Terms.

14.2 In relation to businesses, our liability for damage arising from the training agreement is limited to the price of the training. This limitation does not apply to damage caused intentionally or through gross negligence, or to harm to the natural rights of an individual.

14.3 If you are a consumer, we are liable to you in accordance with the law without the limitation under Article 14.2.

15. Personal Data

15.1 We process the personal data of the customer and participants (name, email address, telephone number, company, Company ID, billing details, attendance details and, for online sessions, the recording under Article 12.2) as controller in order to conclude and perform the agreement, issue invoices and certificates, keep the attendance sheet and comply with our obligations under the law. Details are set out in the Privacy Policy at www.iustoria.cz/en/privacy/.

15.2 We send information about further dates and training courses only to those who have consented to receive it or to those who have previously bought training from us; recipients may opt out at any time.

15.3 Where the customer provides us with the personal data of its employees or other participants, it is responsible for having informed them of this.

16. Concerns and Complaints

16.1 If you have any concerns about the training, please tell us by email to info@iustoria.cz no later than 14 days after it takes place. We will reply within 30 days. If we find your concern justified, we will offer you a repeat of the training or a reduction in the price.

16.2 You may file a complaint about an attorney's conduct with the Czech Bar Association, which supervises the practice of law.

17. Final Provisions

17.1 The agreement is governed by the version of these terms in effect on the day on which we confirmed your registration or on which we received confirmation of your order. Previous versions are available on our website.

17.2 We may amend these terms. An amendment does not apply to registrations and orders confirmed before it takes effect.

17.3 The agreement is governed by Czech law.

17.4 These terms may also be provided in other language versions. In the event of any discrepancy, the Czech version prevails.

17.5 These terms take effect on 23 November 2026.

Brno, 23 November 2026
IUSTORIA, advokátní kancelář, s.r.o.

Annex 1: Distance Bands for Travel Costs and Overnight Accommodation for In-House Training

The distance is measured by road from our registered office (Slovákova 279/11, Brno) to the venue, one way.

Band	Distance	Travel costs	Overnight stay if the training starts before
A	up to 30 km	included	–
B	31 to 100 km	CZK 5,000 + VAT (CZK 6,050 including VAT)	–
C	101 to 160 km	CZK 8,000 + VAT (CZK 9,680 including VAT)	10:00
D	161 to 230 km	CZK 10,000 + VAT (CZK 12,100 including VAT)	10:00
E	231 to 320 km	CZK 15,000 + VAT (CZK 18,150 including VAT)	11:00
–	over 320 km or outside the Czech Republic	as quoted (Article 4.3)	as quoted

Flat accommodation charge: CZK 2,500 + VAT (CZK 3,025 including VAT), in Prague CZK 3,500 + VAT (CZK 4,235 including VAT).

Annex 2: Model Withdrawal Form

(complete and return this form only if you wish to withdraw from the contract)

Notice of withdrawal

To: IUSTORIA, advokátní kancelář, s.r.o., Slovákova 279/11, Veveří, 602 00 Brno, email: info@iustoria.cz

I/We (*) *hereby give notice that I/We (*) withdraw from my/our (*) contract for participation in the following training course: ...

Contract concluded on: ...

Name of consumer(s): ...

Address of consumer(s): ...

Signature of consumer(s) (only if this form is notified on paper): ...

Date: ...

(*) Delete as appropriate or complete the details.