

Terms of Use

These Terms of Use explain the rules for using the ADCO website, its public materials, and its inquiry and application features. They protect the website, the information people submit, and the clarity of our business relationships.

01 Who these Terms cover

These Terms apply to adcohq.com and other public websites or features that expressly refer to them, together called the Website. References to "ADCO," "we," "us," and "our" mean ADCO AI LLC and its subsidiaries and affiliated entities that operate the Website or are involved in the relevant interaction. ADCO AI LLC is the operator of the main corporate Website.

The ADCO entity identified in a separate agreement remains the contracting party for that agreement. References to the ADCO group do not make every subsidiary or affiliate a party to every engagement or create a guarantee of another entity's obligations.

Please read these Terms before using the Website. By using it after receiving notice of these Terms, or by affirmatively accepting them where requested, you agree to comply with them to the extent an agreement is formed under applicable law. If you do not agree, discontinue use. If you act for an organization, you must have authority to act for it. Any transaction requiring legal capacity or an authorized representative must be completed by a person who has that capacity or authority.

02 Website use and separate agreements

The Website provides information about ADCO, our capabilities, business opportunities, and careers. Browsing, downloading a document, submitting an inquiry, or receiving an acknowledgment does not by itself create a client engagement, employment relationship, agency, joint venture, or legal partnership. It does not reserve capacity or obligate either party to proceed.

Services are governed by the applicable agreement, which may include a master services agreement, statement of work, order, confidentiality agreement, data processing agreement, or other terms accepted by authorized representatives. Those documents determine the agreed scope, fees, delivery, quality criteria, ownership, confidentiality, security, and other engagement obligations.

Separate agreements and specific terms govern the activities they cover and prevail over conflicting provisions of these website Terms. These Terms do not reduce contractual service commitments, change client-data instructions, or replace workforce, participant, or supplier agreements. Access to a client portal, project environment, or third-party platform is also subject to its applicable access rules and agreements.

03 Permitted use and public materials

You may access and use the Website for lawful information, business evaluation, procurement, recruitment, and other purposes consistent with its intended functions. You may download, print, and retain reasonable copies of public materials for these purposes, including compliance reviews, accessibility, and recordkeeping.

You may share unmodified public ADCO documents with colleagues, advisers, and relevant business counterparties for legitimate evaluation or due diligence, provided that copyright and other notices remain intact and the material is not presented misleadingly. Public documents should be checked against the Website when their current content matters to a decision.

You may link to a publicly accessible page in a fair and lawful manner. A link or reference must not imply sponsorship, endorsement, certification, or a partnership that ADCO has not authorized. It must not disguise the source of the content, bypass access controls, or frame the Website in a misleading way. These permissions do not grant access to nonpublic systems or confidential materials.

04 Intellectual property

ADCO or its licensors own the rights in the Website's original text, designs, graphics, software, branding, and other protected materials. Third-party names, marks, and materials remain the property of their respective owners. Except for the permissions in these Terms, applicable law, or a separate written authorization, no intellectual property rights are transferred or licensed.

You must not commercially redistribute, sell, materially reproduce, adapt, or exploit protected Website materials without permission, including using substantial protected content to create a competing publication or train a model where that use requires authorization. You must not remove proprietary notices or use ADCO branding in a way that suggests an unapproved relationship. Nothing in these Terms removes uses or rights that applicable law does not permit us to restrict.

Ownership of client data, work product, project contributions, and service deliverables is determined by the relevant agreement and applicable law. Public website access does not change those rights, and these Terms do not grant ADCO ownership of information merely because someone submits it.

05 Acceptable use and security

Use the Website lawfully and with respect for other people, confidential information, and intellectual property. You must not impersonate another person, misrepresent your authority or qualifications, submit knowingly false information, or use the Website for fraud, unlawful discrimination, harassment, or other unlawful conduct.

You must not introduce malware or malicious code; attempt unauthorized access to accounts, systems, or data; bypass authentication or security measures; exploit vulnerabilities; interfere with normal operation; or impose an unreasonable technical load. Security testing, probing, or scanning requires prior authorization, except where applicable law expressly protects the activity.

You must not harvest personal information, send unsolicited bulk communications through Website features, or use automation to evade posted access restrictions, rate limits, or technical safeguards. Automated access must respect lawful access conditions and the rights of ADCO and others.

If you discover a suspected security issue, use the Website contact route or privacy@adcohq.com to report it with a brief description. Do not include passwords, exposed personal information, or exploit files in an initial message. Stop any activity that could access additional data or disrupt a system and allow us to arrange an appropriate channel. Reporting an issue does not itself authorize further testing.

06 Inquiries, applications, and submissions

Provide information that is accurate, relevant, and that you are entitled to share. If you submit information about another person, you are responsible for any notice, permission, or other lawful basis required for that submission. Do not provide unnecessary sensitive personal information.

Public forms and initial communications are not approved channels for confidential datasets, credentials, private customer records, regulated information, proprietary project samples, or other restricted materials. A submission alone does not create a nondisclosure agreement. If an exchange requires confidentiality or special handling, arrange the relevant agreement and approved transfer method before sending the material.

You retain your rights in submitted materials. You permit ADCO to receive, store, review, and use them only as reasonably necessary to address the inquiry or application, administer an authorized resulting relationship, maintain security, and meet applicable legal requirements, consistent with our Privacy Policy and the relevant collection notice. This permission does not authorize unrelated publication, sale, advertising, or independent model training.

Applications are considered for recruitment and related administration. Submitting an application does not guarantee an interview, assignment, compensation, employment, or contractor status. Any resulting relationship requires the appropriate offer or agreement. Business inquiries and applications do not automatically subscribe you to promotional communications.

07 Voluntary feedback

If you voluntarily provide a nonconfidential suggestion about improving the Website or our services and identify it as feedback, you allow ADCO to consider and implement that suggestion without an obligation to compensate you. You should only provide feedback you have the right to share.

This permission is limited to the suggestion and the rights needed to implement it. It does not apply to client data, confidential project materials, application documents, or personal information included in correspondence. Those materials remain subject to the applicable agreement, privacy notice, and law. No general feedback permission overrides a confidentiality obligation.

08 Privacy and cookies

Our Privacy Policy explains how ADCO handles personal information, including information received through business inquiries and recruitment. Our Cookies Policy explains cookies and similar technologies, their purposes, and available choices. These policies are available through the Website's legal information, or on request at privacy@adcohq.com.

Accepting these Terms, submitting a form, or continuing to browse is not consent to optional cookies, marketing, sensitive-data processing, or unrelated AI training where separate permission is required. Privacy choices are handled through the applicable notice and controls. These Terms do not waive statutory privacy rights or authorize processing that would otherwise be unlawful.

Where ADCO processes personal information for a client, the applicable client agreement and documented instructions determine the processing scope. The client's privacy notice generally explains the underlying collection and use.

09 Accounts and restricted access

Where an ADCO feature requires an account or invitation, use only the access granted to you. Keep credentials secure, do not share individual accounts, follow applicable security instructions, and promptly report suspected misuse. You must not access another organization's information merely because a link or technical error makes it reachable.

We may restrict or suspend access where reasonably necessary to address misuse, protect information, respond to a legal requirement, or investigate a material security concern. When practicable and appropriate, we will explain the issue and provide a route to address an error. Access and suspension rights for contracted services remain subject to the relevant agreement.

10 External links and services

The Website may link to or make available information from third-party services, including professional networks, external resources, or systems used for an authorized business activity. A link does not, by itself, constitute endorsement or a guarantee of that provider's content, security, or performance.

Independent third-party services may have their own terms and privacy practices. Review them before using those services or submitting information. These Terms do not give us authority to change a third party's terms, and they do not remove ADCO's responsibility for its own selection or use of providers where applicable law or an agreement imposes that responsibility.

11 Website information and availability

We aim to provide clear and useful information. General descriptions, examples, estimates, or illustrative workflows are not a guarantee that a particular result, capability, staffing level, processing location, security control, or delivery schedule will apply to every engagement. Specific requirements must be confirmed in the applicable agreement.

Website information is general business information and is not legal, financial, or other regulated professional advice. It may be incomplete or become outdated. Subject to mandatory law and express commitments, we may correct content, change features, or interrupt the public Website for maintenance, security, or operational reasons.

To the fullest extent permitted by law, the free public Website is provided on an "as is" and "as available" basis, without implied warranties of merchantability, fitness for a particular purpose, or noninfringement. We do not guarantee uninterrupted, error-free, or completely secure access. This provision does not negate an express warranty in a separate agreement, excuse misleading conduct prohibited by law, or remove rights that cannot lawfully be excluded.

12 Responsibility and limits of liability

The limitations in this section apply only to use of the free public Website and its public materials. Liability for paid or contracted services, client data, confidential information governed by an agreement, and access provided under a separate contract is determined by that agreement and applicable law.

To the extent permitted by law, ADCO is not liable under these website Terms for indirect or consequential loss, loss of anticipated profit or opportunity, or business interruption arising from use of, or inability to use, the free public Website. Subject to the exclusions below, ADCO's aggregate liability for claims arising from that use will not exceed US\$100.

Nothing in these Terms excludes or limits liability for fraud, fraudulent misrepresentation, gross negligence, deliberate misconduct, death or personal injury caused by negligence where such a limitation is prohibited, or any other liability that applicable law does not permit us to exclude or limit. Mandatory consumer protections, privacy remedies, and other nonwaivable rights remain available. Where a limitation is not permitted, liability is limited only to the extent the law allows.

13 Restrictions and termination

You may stop using the Website at any time. We may block, limit, or end access to the public Website where reasonably necessary to address a breach of these Terms, a security risk, unlawful conduct, or a legal requirement. We may also withdraw a public feature or discontinue the Website, subject to any separate commitments that apply.

Ending website access does not cancel a separate agreement, eliminate an accrued obligation, or prevent a valid privacy request. The provisions that by their nature remain relevant, including intellectual property, limits of liability, governing law, and general provisions, continue to apply to earlier use to the extent permitted by law.

14 Governing law and disputes

Arizona law governs these website Terms, without applying conflict-of-law rules that would select another jurisdiction's law. This choice does not deprive an individual of mandatory protections available under applicable law.

For a dispute relating solely to these Terms or the public Website, the parties submit to the state courts in Pima County, Arizona, or the federal courts for the District of Arizona, except where applicable law gives a person the right to bring proceedings in another forum or requires a different forum. Separate agreements may specify different governing law and dispute procedures for the activities they cover.

You are welcome to contact us first so that we can try to resolve a concern. Doing so is not a condition for exercising a statutory right, contacting a regulator, seeking urgent relief, or meeting a legal deadline. These website Terms do not require arbitration or waive a right to participate in proceedings that applicable law protects.

15 Changes and general provisions

We may revise these Terms to reflect changes in the Website, our operations, or applicable requirements. The revised text will be made available on the Website. Material changes will receive additional notice where appropriate, and any notice or acceptance required by law will be obtained before those changes bind you. Changes apply prospectively and do not rewrite a separate agreement or retroactively remove an accrued right.

If a provision is unenforceable, it will be applied to the extent lawfully possible or severed, and the remaining provisions will continue to operate. A failure to enforce a provision on one occasion is not a waiver of the right to enforce it later. No amendment to an executed service agreement is made merely by changing these Terms.

16 Contact

For questions about these Terms, website permissions, or general website concerns, contact ADCO AI LLC through www.adcohq.com/contact. Include enough information for us to understand the issue without sending confidential or sensitive material through the initial form.

For privacy, cookie, or personal-information requests: privacy@adcohq.com.

Formal notices under an existing agreement must follow that agreement's notice provisions. If you need these Terms in an accessible format, contact us through either route above.