

Inclusion Bites Podcast

Guest Engagement & Participation Agreement

By **applying for, attending, and participating in a recording** of **The Inclusion Bites Podcast**, you confirm that you have read, understood, and agree to the following terms.

Participation in the recording constitutes acceptance of these terms.

These expectations exist to protect you, the host, and the integrity of the podcast.

1. Purpose and Scope of the Podcast

The Inclusion Bites Podcast exists to explore **inclusion, belonging, lived experience, and positive change** in a way that is:

- Thoughtful and respectful
- Grounded in lived experience or professional insight
- Constructive rather than combative
- Aligned with inclusive values

This is **not** a platform for:

- Personal vendettas or unresolved grievances
- Promotional monologues or sales pitches
- Misinformation, harmful stereotypes, or discriminatory views
- Legal, medical, HR, or professional advice presented as fact

Joanne Lockwood retains full editorial responsibility for ensuring the podcast aligns with these aims.

2. Guest Conduct and Content Expectations

As a guest, you agree that:

- You will engage **in good faith** and with respect for others, even when discussing difficult or sensitive topics
- You will not knowingly share false, misleading, defamatory, or harmful information
- You will speak from your own experience and perspective, making clear where views are personal opinion rather than established fact

- You understand that **Joanne may redirect, challenge, pause, or stop the recording** if content moves outside the podcast’s scope, values, or purpose

This is a conversation, not an ambush — but it *is* a curated space.

3. Editorial Control and Right to Edit

- Joanne Lockwood retains **full editorial control** over the recording, editing, and publication of each episode
- Episodes may be edited for clarity, length, tone, or audience relevance
- Joanne reserves the right **not to publish** an episode, or to remove an episode, at her discretion
- There is no obligation to publish an episode in full, in part, or at all

This protects the podcast, its audience, and its guests.

4. Fees, Payments, and Commercial Understanding

Participation in **The Inclusion Bites Podcast** is voluntary and unpaid.

By taking part, you acknowledge and agree that:

- No fee is payable to you for appearing on the podcast
- No fee is payable by you to Joanne Lockwood for participation
- There are no royalties, residuals, appearance fees, or future payments arising from the recording or its use
- Your participation does not create any form of employment, partnership, or commercial obligation

This podcast exists to share stories, insight, and impact — not as a paid speaking or commercial engagement.

5. Recording, Rights, and Use of Content

- You consent to the recording of audio (and video where applicable) via Riverside.fm or other platforms as notified.

- You grant Joanne Lockwood a **non-exclusive, royalty-free licence** to use, edit, distribute, and promote the recording and any derived assets
- This includes transcripts, audiograms, video clips, written extracts, captions, and summaries
- Joanne retains copyright of the recording and all derived podcast assets
- You are welcome to share and promote your episode and extracts for non-misleading promotional purposes

If you request **audio-only**, any video recorded will not be used and will be deleted.

6. Ongoing Use, Repurposing, and Promotion of Content

You understand and agree that:

- Joanne Lockwood may reuse, repurpose, and reference your podcast appearance in future content and promotional activity
- This may include (but is not limited to):
 - Podcast clips and audiograms
 - Video snippets (e.g. YouTube Shorts, TikTok, Instagram Reels)
 - Written extracts, quotes, or commentary
 - Blogs, LinkedIn articles, newsletters, presentations, or website content
- Such use may occur **after the initial episode release** and across multiple platforms
- This ongoing use does **not** require additional permission or attract additional payment

Content will be used in context and in a way that aligns with the podcast's purpose and values.

7. Guest Tagging, Attribution, and Referencing

You understand and agree that:

- Joanne Lockwood may tag you (and/or your organisation) and reference your participation in podcast-related posts and promotional activity
- Where possible and appropriate, you will be credited and linked using the details you provide (e.g. preferred name, organisation, website, social handles)
- If you prefer not to be tagged on a specific platform, you can advise Joanne in advance, and this will be respected where reasonably possible

8. Use of AI in Show Notes, Clips, and Repurposed Content

To support production and promotion, Joanne uses AI tools to help generate:

- Transcripts and subtitles
- Show notes and summaries
- Written extracts and social captions
- Short-form clips and audiograms

You understand that AI-assisted content can occasionally introduce errors, including:

- Typos or misheard words
- Minor factual inaccuracies
- Quotes appearing slightly out of context when presented as short extracts

Joanne will take reasonable steps to ensure context and accuracy.

If an error is identified or you notify Joanne of a concern, reasonable efforts will be made to review, correct, amend, or remove the content as soon as practical.

9. Accuracy, Responsibility, and Risk

You confirm that:

- You are responsible for the accuracy of your own statements
- Any views expressed are your own and do not represent employers, clients, or organisations unless explicitly stated
- You will not disclose confidential, privileged, or legally restricted information
- You understand the podcast is public and, once released, may remain available indefinitely

The podcast is **not legal, medical, HR, or professional advice**.

10. Data Use, Contact, and Privacy (Plain English)

By submitting your details, booking a slot, and participating in the podcast, you understand and agree that:

- Joanne Lockwood will hold your contact details and related information for the purposes of producing, managing, and promoting the podcast
- You may be contacted by email and via professional social media platforms (e.g. LinkedIn) in relation to:
 - Scheduling and recording
 - Episode release and promotion
 - Reasonable follow-up relating to your appearance
- Your data will not be sold or used for unrelated marketing
- Information will be stored securely and only for as long as reasonably necessary for podcast-related activity

You may request access to, correction of, or removal of your personal data by contacting Joanne directly.

11. Recording Dates, Delays, and Rescheduling

Recording sessions are booked in good faith, but you acknowledge that:

- Recording dates and times cannot be guaranteed
- Technology issues, illness, or unforeseen events may require rescheduling

If changes are needed, reasonable notice will be given where possible and alternative dates offered.

12. Publication Timing and Release Schedule

You understand and agree that:

- There is **no guaranteed publication date or time** for your episode
- Episodes are released from an editorial queue and are not normally fast-tracked

As a general guide (not a promise), episodes are usually released **weekly on Thursdays at 07:30 UK time**, but this may vary.

13. Cancellation, Withdrawal, and Changes of Mind

If you need to cancel, postpone, or withdraw, that's fine — just let Joanne know as soon as possible.

- You may request to reschedule instead of cancelling
- Where a self-reschedule option is provided, you are welcome to use it
- If you withdraw after recording but before publication, this will be handled reasonably and in good faith

Once an episode is published, Joanne cannot control third-party downloads or re-shares already made.

14. Governing Understanding

This is a **UK-based podcast**. These terms are governed by the laws of England and Wales and are intended to be applied proportionately, reasonably, and in good faith.

15. In Plain Terms

This podcast is about **impact, not ego**.

Dialogue, not derailment.

Insight, not risk-dumping.

By showing up and taking part, you're confirming that you understand and accept how this works.

If that feels aligned — brilliant.

If not, this probably isn't the right platform.

Thank you



Joanne Lockwood

Host of the Inclusion Bites Podcast

You can find The Inclusion Bites Podcast on the following platforms

 **Podfollow:** <https://podfollow.com/the-inclusion-bites-podcast>

 **Apple Podcasts:** <https://podcasts.apple.com/us/podcast/the-inclusion-bites-podcast/id1499176311>

 **Spotify:** <https://open.spotify.com/show/0f1CSPBR3Dn3EwqKdy9VSc>

 **Subscribe and listen on YouTube:**
<https://www.youtube.com/playlist?list=PLRz14VtH1RY5cbubr2sQUan2V5Q3to1se>

 **RSS Feed:** <https://seechangehappen.co.uk/feed/mp3/>

 **Website:** <https://seechangehappen.co.uk/inclusion-bites-listen>

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