

English

Rules (Code) of Conduct for the Website www.mybutterfly.me

Upon membership on the website www.mybutterfly.me, you agree to respect and apply these Rules.

Article 1: Applicable Members

All members of the site—including Service Providers (Professors, Tutors, Translators, Localizers, and platform staff) and Clients (Students and business service users)—are obliged to respect these Rules. In case of non-compliance, members may be permanently excluded from the site.

Article 2: Etiquette & Cultural Communication

Service Providers and Clients must respect the Code of Cultural Communication. Swearing, harassment, profiling, and personal insults anywhere on the platform or connected communication channels will be subject to immediate review and potential permanent exclusion at the absolute discretion of the Founder, without refund and without the possibility of re-membership.

Article 3: Intellectual Property & Data Protection

Members have the right to record live sessions strictly for educational or professional reference purposes. However, both parties must be explicitly notified and give verbal or written consent at the immediate start of the session.

- Recorded materials and proprietary source documents provided for translation or localization are strictly confidential.
- This material may not be used for commercial purposes, shared, sold, copied, or published on social networks or other public platforms. Non-compliance results in immediate exclusion and potential legal liability.

Article 4: Platform Integrity & Bypassing

To maintain the structural integrity of the community, all Service Providers and Clients agree to communicate and conduct all financial transactions exclusively through www.mybutterfly.me. Any attempt to "bypass" the platform by sharing personal contact details (phone numbers, private emails, social media handles) for the purpose of arranging private payments outside the site is strictly prohibited. Engaging in bypass behavior will result in immediate, permanent exclusion of all involved parties without refund.

Article 5: Financial Operations, Commissions, & Packages

The platform operates on a transparent fee split to ensure fair compensation for specialists and sustainability for the school.

- **Standard Platform Commission:** The platform charges a standard 10% commission per individual live lesson or completed language service project, allowing the provider to keep 90% of their baseline earnings.
- **Platform Upfront Packages:** Service Providers can choose to bypass the 10% per-transaction commission by purchasing an upfront access package. Both packages afford full platform tracking, scheduling tools, and support features:
 - **6-Month Package:** €700 upfront (Covers approx. 132 working days).
 - **12-Month Package:** €1,300 upfront (Covers approx. 264 working days).
- **Package Scope:** An active upfront package entirely waives the platform commission for its designated track. For providers offering both teaching and translation services, a single active package waives all platform commissions across all activities for its duration.

Article 6: Live Lesson Punctuality & Cancellations

- **Student Lateness & Cancellations:** A Tutor may retain the full session payment if a student is more than 15 minutes late without notice. If a student cancels less than 12 hours before a scheduled session, the Tutor retains the right to collect payment.
- **Tutor Lateness & Cancellations:** Tutors must notify students of an inability to log online at least 12 hours in advance, or they are obliged to issue a full refund. Repeated unexcused absences will result in platform eviction by the Founder.

Article 7: Trial Meetings

Trial meetings are exactly 20 minutes long, completely free of charge, and intended solely for Tutors and Students to check compatibility and align on goals. **Trial meetings apply exclusively to the language school track** and are not offered for translation or localization projects.

Article 8: Rate Minimums & Structural Service Rules

Tutors and Specialists set their own professional rates in coordination and agreement with the Founder, subject to platform floors to prevent undercutting:

- **Live Language Lessons:** Must not be priced lower than **15€ per 50-minute session**. Tutors may offer 22-working-day lesson packages with a maximum promotional discount not exceeding 20%.
- **Translation & Localization:** Written services must not be priced lower than **€0.07 per source word**.
- **Proofreading & Copyediting:** Review services must not be priced lower than **€0.03 per source word** or a baseline of **€25 per hour**.

Article 9: Language Services Deadlines & Quality

- **Deadline Adherence:** Translators and localizers are strictly bound to delivery deadlines agreed upon at project inception. Missing deadlines without a verified emergency will result in a tiered reduction of the final payout at the Founder's discretion.
- **Quality Vetting:** All delivered translation and localization files must meet professional human-edited metrics.

Article 10: Refunds & Dispute Resolutions

Clients have a right to request a formal refund review if they are unsatisfied with a live session or a delivered translation file, with final arbitration decided by the Founder.

- The Client must notify the Founder via email at **chloekotor802@gmail.com** within 48 hours of delivery or session conclusion, providing comprehensive documentation regarding the dispute.
- The Client must not post public comments or reviews regarding the dispute while it is actively under internal review. A final binding response will be issued within 48 hours.

Article 11: Professional Dress Code

The dress code for online lectures, trial sessions, and live alignment meetings must remain within the explicit bounds of professional decency. Service Providers are responsible for clarifying visual standards or environmental expectations on their public profiles.

Article 12: Community Suggestions & Meet-ups

- **Suggestions:** On the Butterfly Blog, members can submit suggestions for improving platform infrastructure or remote education workflows.
- **Gatherings:** Platform members will be invited to physical community gatherings in a selected city and venue at least two times a year. The inaugural gathering will be fully organized once the platform reaches 100 active members.

Article 13: Binding Agreement

All users, by the act of creating an active profile and maintaining membership on this platform, fully consent to the items detailed in these Rules of Conduct.

Founder and Owner of the Site

Chloe Ann Fearn

For any ambiguities regarding the rules, contact your Tutor via email or the site's Founder at **chloekotor802@gmail.com**