

# CONFIDENTIALITY and NON-DISCLOSURE AGREEMENT

**EMPLOYEE:** As an employee of this corporation from time-to-time I will have access to proprietary or personal information relating to the homeowner or associate member and inadvertently to directors, employees of the corporation or vendors. **Initial** \_\_\_\_\_

In my capacity as an employee, I agree it is my responsibility to ensure the confidentiality and protection of the information and will act appropriately to protect said information. **Initial** \_\_\_\_\_

During my employment, I relinquish the right to post or comment on any social media site where it could be construed that I am acting as a corporation agent. This would include: Nextdoor Neighbor, YouTube, Twitter, etc., as examples. **Initial** \_\_\_\_\_

**Owner/Volunteer (including Board of Directors):** As a volunteer for the corporation from time-to-time I will have access to proprietary or personal information relating to the homeowner or associate member and inadvertently to directors, employees of the corporation or vendors. **Initial** \_\_\_\_\_

In my capacity as a member "*in good standing*" I agree it is my responsibility to ensure the confidentiality and protection of the information and will act appropriately to protect said information. **Initial** \_\_\_\_\_

I agree that I will not share the proprietary or personal information with anyone outside of the corporation. Any issue must go to the Board committee chair. I understand it is the Board committee chair to discuss with any or all Board members and/or Manager or Managing Agent. **Initial** \_\_\_\_\_

**Board of Director ADDITIONAL:** I also understand that a breach of this policy could negate the liability insurance for the corporation in the event a person involved can prove harm has been done. They have the right to action on this committee or person or Board or employee individually or collectively. **Initial** \_\_\_\_\_

During my tenure as a Board member, I relinquish the right to post or comment on any social media site where it could be construed that I am acting as a corporation agent. This would include: Nextdoor Neighbor, YouTube, Twitter, etc., as examples. Furthermore, I understand and agree not to conduct any business via email with another Board member(s). **Initial** \_\_\_\_\_

**ALL:** By signing this "Confidentiality and Non-Disclosure Agreement," I am agreeing to protect the information unless required to disclose in a court of law and then only on the advice of the corporation and my personal attorney. **Initial** \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_ - \_\_\_\_ -20 \_\_\_\_

Print name \_\_\_\_\_