

NON-DISCLOSURE AGREEMENT
Fairfield Glade Community Club
Board of Directors and Board Advisory Committee Members

It is the policy of the Fairfield Glade Community Club that members of the Board of Directors and Board Advisory Committee members of the Fairfield Glade Community Club will not disclose, and they hereby agree not to disclose, confidential information and books, records, documents and information, whether in digital form or otherwise, belonging to, or obtained through their affiliation with, the Fairfield Glade Community Club to any person or entity, including their relatives, friends, and business and professional associates, unless the Fairfield Glade Community Club Board of Directors has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Confidential information for the purpose of this agreement includes without limitations:

- business records and plans
 - non-published financial statements
 - member lists and records
 - employee lists and records
 - pricing structures
 - copyrights and other intellectual property
 - any other information classified as proprietary or confidential by the Board of Directors
- information from employee files
- work session deliberations
- all information and records from, or generated by, law enforcement, even if the information, notwithstanding the exception below, is public knowledge or in the public domain

Confidential information does not include:

- matters of public knowledge, except where the source disclosure of the knowledge was not authorized
- information rightfully received from a third party without the duty of confidentiality
- information disclosed by operation of law
- other information that both parties agree in writing is not confidential

Confidentiality is the preservation of privileged information. Members of the Board of Directors, Board Advisory Committee members, and other volunteers are cautioned to demonstrate professionalism, good judgment, and always take care in handling any information related to the Fairfield Glade Community Club to avoid unauthorized or improper disclosures of confidential information.

While members of the Board of Directors and Board Advisory Committee members are expected and encouraged to discuss the organization with one another and targeted individuals or groups, they shall not report opinions expressed in meetings, nor shall they report independently on

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committee action, or engage in any communication that has not been approved by the Board of Directors or that would not be supported by Board policy, procedures, or decisions.

At the end of the Fairfield Glade Community Club Board of Directors or Board Advisory Committee member's term or upon his/her retirement, resignation or removal from the Fairfield Glade Community Club Board of Directors or Board Advisory Committee, he/she shall return, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his/her possession.

After the end of the Fairfield Glade Community Club Board of Directors or Board Advisory Committee member's term, former members of the Board of Directors and Board Advisory Committee members of the Fairfield Glade Community Club will not disclose confidential information belonging to, or obtained through their affiliation with, the Fairfield Glade Community Club to any person, including their relatives, friends, and business and professional associates, unless the Fairfield Glade Community Club Board of Directors has authorized disclosure.

It is expected that members of the Fairfield Glade Board of Directors and Board Advisory Committee members will not use trade secrets, client lists, or other confidential information acquired by virtue of being on the Board of Directors or a Board Advisory Committee, even after they complete their service with the Fairfield Glade Community Club.

Certification:

I have read Fairfield Glade Community Club's Non-Disclosure Agreement presented above. I agree to abide by the requirements of this Non-Disclosure Agreement and to inform the President of the Board of Directors immediately if I believe any violation (unintentional or otherwise) of this Non-Disclosure Agreement has occurred.

I further understand that any violation of the Non-Disclosure Agreement presented above, may result in legal action by the Fairfield Glade Community Club or prosecution under the laws of Tennessee.

Signature _____ Name _____ Date _____

Approved by the Fairfield Glade Community Club Board of Director on 1/26/22.