

# CONFIDENTIALITY AGREEMENT POLICY FOR GALT CURLING CLUB

The Employees, President and Board of Directors, acknowledges that as an Employees, President and Board of Directors of Galt Curling Club they will be vested with a trust to maintain confidentiality. The Employees, President and Board of Directors agrees to maintain in confidence and not disclose, or use, whether during or after the term of employment, any confidential information belonging to Galt Curling Club.

For the purposes of this agreement, confidential information refers to any information which has commercial or strategic value and concerns the business of Galt Curling Club and its members and customers including, without limitation, information regarding members and client lists, personal information, trade secrets, and any confidential and proprietary information that is not available to the general public as well as non-public information obtained by the Employees, President and Board of Directors in the course of employment with Galt Curling Club relating to members to whom Galt Curling Club provides services and all prospective members, clients and customers solicited while in the employ of Galt Curling Club.

Confidential information shall remain the exclusive property of Galt Curling Club. No interest, licence or any right respecting the confidential information is granted to the employees, President and Board of Directors under this agreement, by implication or otherwise.

The employees, President and Board of Directors agrees that they will only access confidential information as may be directly required in connection with the provision of customer services and not for any other purpose, including personal gain. When the employees, President and Board of Directors' username and password are used to access Galt Curling Club Intranet and Galt Curling Club database, the Employees, President and Board of Directors is responsible to ensure that the content remains confidential.

The Employees, President and Board of Directors agrees to return confidential information and any copies thereof to Galt Curling Club on demand by Galt Curling Club or upon termination or any other cessation of employment with Galt Curling Club.

The obligations of confidentiality and restrictions on use of the confidential information shall survive the termination of employment with Galt Curling Club.

Feb 5<sup>th</sup> 2023

Galt Curling Club reserves the right to amend this policy at any time.

# AGREEMENT – GALT CURLING CLUB CONFIDENTIALITY AGREEMENT POLICY

We are pleased to welcome you to the Galt Curling Club’s team.

This is a good opportunity to provide you a copy of the Confidentiality Agreement Policy, which will help you get off to a good start. The objective is to give you an overview of the business and the human resources practices of our company, and to ensure the efficiency of our operations and the harmony of our team.

All Employees, President and Board of Directors, whether seasoned or new, may occasionally need to consult the Confidentiality Agreement Policy. This document is intended as an easy-to-use reference tool containing the answers to your main concerns. Should any of your questions remain unanswered, please feel free to contact the Club manager, President or Board of Directors.

And last comment, all the Galt Curling Club policies are evolving documents that may be adapted as appropriate to reflect cultural and organizational changes as well as the modifications that are constantly being made to government regulations. We Galt Curling Club are committed to maintaining open and transparent communication with all employees, President and Board of Directors and will provide updated policies (where applicable) in a timely manner.

## **ACKNOWLEDGEMENT OF HAVING READ AND UNDERSTOOD THE CONFIDENTIALITY AGREEMENT POLICY**

I, \_\_\_\_\_, attest that I have read the Confidentiality Agreement Policy and its various components, including the following:

I acknowledge having received all the relevant information that I need in order to have a good understanding of the content and scope of this policy.

\_\_\_\_\_  
**Employees, President and Board of Directors – Print Name**

\_\_\_\_\_  
**Employees, President and Board of Directors – Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employer – Print Name**

\_\_\_\_\_  
**Employer – Signature**

\_\_\_\_\_  
**Date**

*The original copy is given to the employees, President and Board of Directors and the employer retains a photocopy for their files.*