

SOCIETY OF GOVERNMENT MEETING PROFESSIONALS (SGMP) NATIONAL BOARD; GILMER INSTITUTE OF LEARNING; HEADQUARTERS STAFF

- CONFLICT OF INTEREST AND CONFIDENTIALITY AGREEMENT -

By signing below I am certifying my understanding and acknowledgment that decisions about the Society's operations and confidential matters discussed requires unconditional adherence to the following mandatory conditions:

1. I understand that I must maintain the confidence of any paper document or file containing confidential information involving any Society operation and/or current or previous Society employee or volunteer leader.
2. I understand that I must maintain the confidence of any electronic document or file containing confidential information involving any Society operation and/or current or previous Society employee or volunteer leader.
3. I understand that I must maintain the confidence of any verbal information which I may hear, or overhear, containing confidential information involving any Society operation and/or current or previous Society employee or volunteer leader.
4. I understand that *confidential information* means and includes, but is not limited, to any matter related to:
 - a. internal management matters: e.g., draft and non-public budget; legal; administrative materials and information; or
 - b. personnel issues: e.g., payroll, social security number, personal information; applicant candidacy; job performance or discipline; grievances or appeals; claims, litigation, and other personnel-related matters;
 - c. SGMP policy and pending matters that are or may be, sensitive.
5. I understand that *maintain the confidence* means that, unless clearly required by my job, I am prohibited from divulging or confirming such confidential information to any person outside the National Board, Gilmer Institute of Learning or Headquarters - with the limited exception of a request to do so by the Executive Director or National President, as approved by the National Board of Directors.
6. I understand if I am unsure regarding the confidential status of information, I will consult the Executive Director or National President for clarification.
7. I understand that the purpose of SGMP's Conflict of Interest policy is to protect the integrity of SGMP's decision-making process and to protect the integrity and reputation of its National Board, Gilmer Institute or Learning, and Headquarters staff. In the course of employment or elected office I will disclose any interests in a transaction or decision where I, my family, my employer, or close associates will receive benefit or gain as they are identified.

I understand each of the above statements and acknowledge that a violation of this agreement will be grounds for appropriate action (see SGMP Policy Manual).

Name: _____ Date: _____

- c: Original: ED File
Copy: Staff/Elected member