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| Document #: NSSA ADM 115 | Title: CONFIDENTIALITY AND NON-DISCLOSURE POLICY | Print Date: 1/8/2018 |
| Revision #: 0.0 | Prepared By: S. SCALES / M. HAMPTON | Date Prepared: 1/8/2018 |
| Effective Date: 1/9/2018 | Reviewed By: EXECUTIVE COMMITTEE | Reviewed: |
| Next Review: NLT 6/30/2020 | Approved By: (to be) EXECUTIVE COMMITTEE | Date Approved: 1/9/2018 |
| Standard: N/A | | |

Policy: To require, prior to discharging any duties in service of the Corporation, that all individuals described below in “**Scope**”, must sign the **Corporation’s Conflicts of Interest, Confidentiality and Non-Disclosure Agreement** (Attached).

Purpose: The NSSA requires strict confidentiality and non-disclosure of any documents or information of NSSA and/or NSCA (“**Corporation**”), including but not limited to trade secrets, proprietary information, business strategies, accounts (including potential accounts), sponsor lists, member lists, marketing and advertising practices, financial data, employee and staffing information, customer data or personally identifiable information, and any other confidential business practices or potential confidential business practices of NSSA and NSCA.

Scope: This policy applies to all officers, directors, delegates, committee members, volunteer leaders, employees, or other agents of the **Corporation** who may from time to time have access to the kind of documents or information described in “**Purpose**”.

Compliance: **Those who fail to comply with this policy are subject to immediate Removal from Office; Removal from Seats on Committees/Councils; Termination of Employment; and under certain circumstances, Suspension and/or Expulsion from Membership.**

Revision History:

| Revision | Date | Description of changes | Requested By |
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| 0.0 | 1/9/2018 | Initial Release | Officers |

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