

Confidentiality Statement

As a member of the FPA Board of Directors, Chairperson of an FPA committee, member of an FPA committee, or person trusted with confidential information, I recognize that I have the duty to maintain said confidentiality unless otherwise directed by the FPA Board of Directors.

In connection with my volunteer service, I may be given, or have access to, confidential or proprietary information of and about FPA and/or third parties. Confidential information is defined as all information that FPA considers confidential or proprietary information of or about FPA and/or third parties. Confidential information may include, but is not limited to, information discussed or distributed at Board/Committee meetings; information discussed on any board/Committee online forums; official Board/Committee business discussed between or among Board/Committee members in any Board/Committee medium or forum; information regarding FPA's organization, operations, programs, activities, policies, procedures, practices, financial condition, or marketing strategies or plans; information discussed in FPA Committee meetings; unpublished or pre-release versions of FPA documents or materials; internal-use-only or limited-circulation FPA documents or materials; and similar FPA information, documents or materials of a confidential or proprietary nature. I agree to not disclose or permit to be disclosed any Confidential information, and will not appropriate, photocopy, reproduce, or in any fashion replicate any Confidential information without the prior written consent of FPA. I agree to use reasonable efforts to maintain the confidentiality of all Confidential information. I also agree not to use any Confidential information for my own benefit or that of any other individual, company or organization. Confidential information shall not include information which I rightfully obtain from a third party without comparable restrictions on disclosure or use.

I agree that my duty of confidentiality extends beyond my official capacity as an FPA Board member/committee member. Any information described above remains confidential information beyond my term of service, and I commit to abiding by this policy unless otherwise instructed by the FPA Board of Directors.

Violations of the Confidentiality Policy:

I have been given the opportunity to review FPA's Governance Manual (Section 3.7 for Board Members, and section 8.7 for committee members), and am fully aware of the consequences of violating my duty of confidentiality. I am aware that violation of this policy will result in the matter being brought before the Governance Committee to investigate and recommend appropriate disciplinary and corrective action, up to and including removal from office or position. Actions recommended by the Governance Committee in these circumstances will be brought before the Board for approval.

In addition to the above and to the extent applicable, if serving in the capacity of an FPA committee chairperson, I agree to share this policy with all committee members.

I have read and understand the above policy and agree to abide by it:

Signature

Date

Name (please print)

Adopted November 2012