

The U.S. Grail Council Non-Disclosure and Confidentiality Agreement

Understanding Confidential Information

Council minutes are available to members on the U.S. Grail website.

Council meeting minutes contain who was there, topics of what was discussed, any decisions made (results of vote taken), date the Council will meet again.

You may only share what is in the minutes above.

- You may not share how anyone voted, or the vote count (5 voted yes, 2 voted no).
- The Council speaks as one body whatever the results - “The Council” voted.
- No individual Council member can “speak” for Council without approval of all Council.
- Everything individually written or posted reflects on the entire Council.

Council notes are more detailed and may never be shared. These notes are strictly for Council members’ information and may relate:

- Who voted and how they voted
- How decisions were made
- Reports to Council from staff and committees
- Evaluations of committees, task forces, etc.

All Council materials are considered confidential. As part of the job, Council members frequently hold confidential information about:

- Possible sales or leases of Grail property
- Personal information related to staff including evaluations and salaries
- Personal information related to members

Council confers with the Finance Committee and the National office to better understand and make decisions on the budget. These conversations and materials are confidential.

- Financial information is available to members on the website from the National Office.
- This ensures that all members have the same, correct and current information.

I read and understood the information above describing confidential information and agree that I will not disclose or use any Grail confidential information, or confidential information from Grail entities and/or individual members, either during or after my tenure on Council.

Signed: _____

Date: _____