

Confidentiality Agreement

Parties: Financial Executive Women (FEW) - Level 3, 50 Market Street, Melbourne VIC 3000 and FEW Member

The parties agree:

The Individual will not disclose outside the FEW membership base (either during the continuance of this agreement or after its termination) to any person, firm or corporation any confidential information which may come to the Individual's knowledge by reasons of the Individual's activities hereunder concerning:

Trade secrets and confidential know-how of which you become aware or generate in the course of, or in connection with, your involvement with Financial Executive Women (FEW).

Information in relation to Financial Executive Women's (FEW's) business, operations or strategies, intellectual or other property, or actual or prospective members, suppliers, or competitors. This may include strategy or planning material, financial information (including salary levels and remuneration/bonus structure), marketing plans or strategies, business plans, secret processes and procedures, policies and procedures, and computer software and programs.

Documents, whether in written or electronic form, electronic transfers, and data and any other information that is of a confidential nature, including all personal and other information of members of FEW and any other party in connection with the business of FEW. The techniques, modes of merchandising and market analysis used by FEW.

Please note:

FEW members are not to discuss any information they hear from any other FEW members outside of the membership base.

Each member will have confidentiality agreements with their employers and need to ensure they do not breach company policies and agreements.

MEMBER CODE OF ETHICS

Members of FEW should uphold a commitment to rigorous professional standards by observing the highest levels of professional conduct in undertaking their membership activities. FEW stands for:

- **Trust • Integrity • Honesty**
- **Respect • Confidentiality.**

Accordingly, members should conduct their membership affairs in accordance with this Code of Ethics by observing the following principles:

- Career Advocates and Confidantes are to always act in the best interests of their sponsored member when providing guidance.

- FEW members should not allow their own interests to override the interests of FEW or its members.
- Preserving confidentiality at all times and to never repeat any information received as a result of membership activities outside the FEW membership base.
- Respecting the intellectual property rights of others.
- Protecting and promoting the integrity of the financial services industry and FEW.
- Avoiding and/or disclosing any real or perceived conflicts of interest.

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