



Discipline Committee Confidentiality Agreement

Procedure/Policy Area	Complaints Management Discipline By-Laws	
Effective Date	20 April 2022	
Prepared By	ESA	20/04/2022
Endorsed By	ESA Board	20/04/2022

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Revision History

Current version	2.1	
Updated/Reviewed by	Chair, ESA Board	
Approval date	20 April 2022	
Approved by	ESA Board	
Date of next review	02/2023	
Version	Date superseded	Reason for change
1.0		Initial version
2.0	February 2020	Reviewed and updated
2.1	April 2022	Reviewed and updated

Discipline Committee Confidentiality Agreement

General Description

The broad role of the Discipline Committees is to promote and develop its discipline from juniorto national level in South Australia and implementing Equestrian Australia policy and rules, applicable to the discipline. (Full terms of reference are available via the ESA website https://www.sa.equestrian.org.au/sites/default/files/ESA%20Discipline%20Committee%20By-Laws_V2.2.pdf)

Requirements

- Regular attendance at Discipline Meetings;
- Strict compliance with this agreement and the ESA Codes of Conduct; and
- Working knowledge of the ESA Constitution and meeting procedures.

Disclosure of Information

As a Discipline Committee member of ESA you shall strictly adhere to the principles of Boardroom Confidentiality and shall not disclose to any member of ESA or member of the public details of any discussions or decisions made during meetings without the prior knowledge and consent in writing of the Discipline Chair.

As a Discipline Committee member of ESA you shall not disclose or make public any Confidential Information acquired or produced in connection with ESA or Intellectual Property owned by ESA without the prior knowledge and written consent of the Board.

Confidential Information means the following:

- All information in whatever form relating to EA's / ESA's operational and business information and Intellectual Property including, but not limited to, all information relating to EA's / ESA's members (including their personal information), horse registrations, acquired in confidence by the Recipient from EA or ESA and includes but is not limited to any nature, knowledge, ideas, concepts, processes, formulas, expertise, computer programs, methods, plans;
- data or technical information and processes or techniques, and any other commercially valuable information or details (whether recorded or not) owned or used by EA or ESA, which has not been previously published or otherwise disclosed to the general public, and which is disclosed to the Recipient by EA or ESA under this Deed;
- that part of all notes and other records in whatever form prepared by the Recipient based on or incorporating the information referred to in paragraph (a) above, and prepared for the benefit, or at the request, of EA or ESA or prepared in relation to the relationship between the Recipient and EA or ESA; and
- all copies of the information and those parts of the notes and other records in whatever form referred to in paragraphs (a) and (b) above.

Intellectual Property means

The rights comprised in any invention, discovery, patent, software, copyright, design, registered and/or unregistered trade mark, confidential information (including trade secrets and know-how) and circuit layouts or similar right whether at common law or conferred by statute, right to apply for registration under a statute in respect of those or like rights, and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields throughout the world for the full period of the rights and all renewals and extensions.

Conflict of Interest

As a Discipline Committee member of ESA you must declare to the Discipline Committee any conflict of interest prior to accepting a position on the Committee. If during the term of the appointment any conflict or risk of conflict that has not previously been disclosed becomes apparent the Committee member must immediately notify the Chair of the Discipline and the State Branch Manager in writing of that conflict or risk, and the State Branch Manager shall bring such notification to the attention of the Board at the next meeting.

I agree to accept the position of Discipline Committee member of ESA in accordance with this agreement and the ESA Code of Conduct for Directors.

Signature _____

Date _____

Name _____

All signed forms are to be retained on the ESA office network.