

Date:

RE: Confidentiality Agreement - _____ Advisory Council

Dear _____

We are pleased to welcome you as a volunteer member on the Dean’s Advisory Council (the “**Advisory Council**”) at the Ted Rogers School of Management (“TRSM”) at Toronto Metropolitan University (“TMU”). We look forward to having your valuable insight and feedback on matters that are important to TRSM. This letter agreement (the “**Agreement**”) outlines the scope, expectations, and terms and conditions related to this volunteer role with Toronto Metropolitan University.

1. TERM

- a) The term of this Agreement is _____ calendar years commencing (the “**Term**”) unless terminated early by either party (see section 7 below). The Agreement may be renewed only upon mutual written agreement, signed by both parties.

2. PROMOTIONAL MATERIAL

- a) As an Advisory Council member and in consideration for your volunteer time, Toronto Metropolitan University will maintain a headshot for you on the TRSM website under a link referring to Program Advisory Council members. You hereby agree to provide a headshot and agree that TMU may use, display and distribute the headshot for its promotional purposes and to identify you as a member on the Advisory Council for the Term.

3. PRIVACY AND CONFIDENTIALITY

- a) As an Advisory Council member, you will be privy to confidential information of Toronto Metropolitan University. You shall i) keep all discussions that occur at Advisory Council meetings confidential; and ii) not disclose to any third party any information made available to you or that you become aware of by virtue of being a member of the

Advisory Council, including but not limited to any confidential information, private information, proprietary information, intellectual property, sensitive information, concepts, trade secrets and/or unpublished work or announcements of Toronto Metropolitan University or any other third party, unless authorized to do so by the Dean, Ted Rogers School of Management.

4. NO COMPENSATION

- a) Your role as an Advisory Council member is **voluntary**. You will not receive any monetary compensation, from Toronto Metropolitan University for this volunteer role.

5. WORKERS COMPENSATION

- a) As a volunteer, you will not receive Workers' Safety and Insurance benefits and are not entitled to make a claim under the *Workplace Safety and Insurance Act* in the event that you are injured in any way arising out of or connected to your participation as a volunteer for Toronto Metropolitan University.

6. POLICIES

- a) As a member of the TMU community, you are subject to and must comply with the policies and procedures of Toronto Metropolitan University. This includes but is not limited to: the *Workplace Civility and Respect Policy*, the *Discrimination and Harassment Prevention Policy*, and the *Sexual Violence Policy*. Copies of the relevant policies can be found at: <http://www.torontomu.ca/policies>. Please note that the policies and procedures are subject to change, at the University's discretion. The most up-to-date version of all approved policies is the version posted on the policies website referred to above.

7. TERMINATION

- a) Either party may terminate this volunteer Agreement, for convenience, by giving the other party five (5) calendar days written notice. Upon termination of this Agreement, TRSM will remove reference to your role as an Advisory Council member from its

website and promotional materials. Upon termination, you will update your social media reference to reflect that you are no longer a current Advisory Council member and TRSM will remove your profile or any reference to you from the TRSM website.

- b) Toronto Metropolitan University reserves the right to immediately terminate this Agreement without liability if, in the sole discretion of TMU, you, through authorizing, encouraging or assisting any person, agency or body corporate take any action that might impair the reputation of TRSM or Toronto Metropolitan University.

Please confirm your agreement with the terms and conditions set out in this Agreement by countersigning a copy of this Agreement and returning it by email to the program or department that has requested it. Thank you for agreeing to become a volunteer member of the Advisory Council.

Yours truly,

Ted Rogers School of Management

Toronto Metropolitan University

I, _____, agree to become a volunteer member of the Advisory Council at TRSM. I hereby agree to the terms and conditions set out in this Agreement.

Signature

Name:

Date