

## REPUBLIC OF TRINIDAD AND TOBAGO

This **SUPPLEMENTAL** AGREEMENT is made this        day of        2018 between RHAND Credit Union Co-Operative Society Limited (hereinafter called "RHAND") of the one part and [Name of Employee] of the other part (hereinafter called "the Serving Officer") Whereas the Board of Directors of the RHAND agreed at its statutory meeting held on the 27<sup>th</sup> day of June 2018 to implement a policy relating to Confidentiality and Professional Conduct of persons elected to the Board and Statutory Committees or appointed by the Board and all employees of RHAND.

It is hereby agreed as follows:

1. The Serving Officer must at all times fully comply with the highest professional standards and ethics of co-operative societies and perform his duties in accordance with the Bye Laws and governance manuals of RHAND. The Serving Officer shall perform his duties with the utmost good faith, diligence and expedience and shall always act in the best interest of RHAND and its members and in accordance with and on the lawful instructions or directions of the partners and be subject to the practice, processes and policies of RHAND as may be in force from time to time.
2. The Serving Officer must at all times during the period of his relationship with RHAND (whether as an employee, an elected officer or an appointed officer) and afterwards observe absolute secrecy concerning all the affairs of RHAND and its members both internal and external and shall not disclose to any person any information as to the practice, dealings or affairs of RHAND or any of its clients, members or any other matters which may come to his knowledge by reason of his relationship with RHAND. At no time shall the Serving Officer disclose the secrets, confidential material, methodology, technology or any proprietary or intellectual property of RHAND without its specific written consent.
3. The Serving Officer will not reproduce the confidential information nor use this information commercially or for any purpose other than the performance of his/her duties for RHAND and shall upon the request or upon cessation of his/her relationship with RHAND, deliver to RHAND any pictures, notes, documents, equipment, and other data received from RHAND or originating from his activities for RHAND.

4. The Serving Officer acknowledges that the use or disclosure of the confidential information in a manner inconsistent with this Agreement may cause RHAND irreparable damage, and that RHAND shall have the right to pursue any legal recourse against the Serving Officer arising from such unauthorized use or disclosure including but not limited to immediate termination of its relationship with the Serving Officer, injunctive and equitable relief and claim for damages.

The Serving Officer represents and warrants that he/she is not under any preexisting obligations inconsistent with the provisions of this Agreement. Signing below signifies that the Serving Officer agrees to the terms and conditions of the agreement stated above.

SERVING OFFICER:

RHAND:

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Signature

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Signature

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Printed Name

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Printed Name and Title