



# CONFIDENTIALITY POLICY

Lady Boss Collective (LBC) is committed to ensuring that it is a welcoming and safe environment for every Member. Our Confidentiality Policy ensures that Members can feel comfortable sharing information and knowing that it will not be shared outside of the Cohort or LBC.

## Policy Overview

- LBC Members are required to maintain standards of confidentiality that allow for conversations (including online) that remain confidential.
- This means not sharing information that is shared within the LBC group at meet-ups or through other activities.

## Confidential Information Examples

- Plans, issues, concerns, strategies or any similar content relating to the status of a business and its viability.
- Financial or legal information specific to a company.
- Information about the personal lives of individual Members, including family situations, feelings about the business and personal challenges.
- Personnel-related information, including Member activities and plans for individual and/or business activities.
- Business development, growth or sales plans or activities, including target customers, sales successes and new products.
- Industry-specific insights that could only be gained through the direct insights of an LBC Member.
- Member information that is not included in the Member Directory, such as alternative email addresses, birthdays or spouse/family names.
- Sharing information, images or details about LBC Members on social media without their express permission.

## Reporting

- If you see/hear something that violates this policy while participating in an LBC activity, please report it immediately by sending an email to Michelle Calcagni.

## Consequences

- We will review the incident and will take action up to and including revoking membership for anyone who violates this policy.
- Individual Members are empowered to take legal action, if required, relating to the damages resulting from a violation of this policy.