

## Leadership Exchange Programme Partnership and Confidentiality Agreement

1. The Leadership Exchange Programme is designed to assist participants and their organisations to develop and grow through leadership development. A series of usually between 3 – 6 meetings will take place over a 6 – 12-month period. These being as frequent as required, or as possible, to suit both participant's work commitments. Once meeting dates are agreed, they should not be cancelled unless this is unavoidable. Participants are expected to commit to the programme and as such are asked to sign their agreement below.
2. If helpful, both parties can log on the reverse of this form, their agreed exchange objectives, providing a useful reference point during the exchange. A reflection document is also available for participants to document progress against objectives. Neither of these however, are a mandatory requirement of the Leadership Exchange Programme.
3. Participants may withdraw from the exchange relationship at any time, although it is expected that they should inform both their match partner and Programme Coordinator if this is necessary.
4. Participants agree to provide the Programme Co-ordinator from time to time with such information as may be required to manage and evaluate the programme.
5. Participants agree to act in good faith at all times in dealings with the exchange, but it is specifically agreed between the parties hereto that participants shall have no liability whatsoever by taking part in this programme. This extends to no liability being attached to the sector or any of their respective staff in terms of any loss, damage or injury sustained as a result of participating in the Leadership Exchange Programme.
6. It is recognised by all participants, that in the course of the exchange programme, matters of a confidential nature may be discussed. Each participant has been advised that all discussions with the participating organisation are in total confidence. In addition, their role in the exchange is that of participants carrying no remuneration, and they are not acting as a consultant or advisor to the other.
7. Should a participant decide to become involved in a formal capacity with the exchange organisation (including as paid or volunteer staff for the organisation), or provide goods or services on a commercial basis to the organisation, this will give rise to a potential conflict of interest with the aims of the exchange programme. Such circumstances should be disclosed to the Programme Co-ordinator who will endeavour to find an alternative match.

Signed \_\_\_\_\_ (exchange participant)  
Date.....

Signed \_\_\_\_\_ (exchange participant)  
Date.....