



## QUALITY DEER MANAGEMENT ASSOCIATION

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### **QDMA Confidentiality**

It is QDMA's policy to ensure the operations, actions, and business affairs of the QDMA and our clients remain confidential. Employees are not permitted to remove or share confidential information or documents pertaining to QDMA business and/or employees. Such confidential information includes, but is not limited to, the following:

- Computer processes
- Computer programs and codes
- Terms or conditions of contracts with third parties
- Customer lists
- All product pricing and cost
- Advertising/Promotional information
- Customer preferences and orders
- Financial information
- Marketing strategies
- Pending projects and proposals

Employees are prohibited from engaging in financial/investment transactions on the basis of information not available to the general public and which, if known to outsiders, might affect their investment decisions. Employees found to be violating this policy are subject to disciplinary action up to and including termination and may also be subject to civil and/or criminal prosecution and/or penalties.