



Confidentiality Agreement, Media Notice, and Non-Compete Agreement

Objective:

The nature of services provided by *Solaren Risk Management, LLP* requires information to be handled in a private and confidential manner. At all times during and after an employee's or contractor's tenure with our organization you will: hold in trust, keep confidential, not make use of, and not disclose or reveal to any third party any confidential information except in the course of employment or contractual relationship with *Solaren Risk Management, LLP*.

Information about our professional mission, employees, or clients will only be released to people or agencies outside the company without written consent and legal counsel approval. Following legal or regulatory guidelines provide the only exceptions to this policy. Employees are not allowed to transmit, remove, or transport confidential information from the principal place of business. Employees and contractors acknowledges that the unauthorized use or disclosure of confidential information may be highly prejudicial to the interest of *Solaren Risk Management, LLP* or its clients, an invasion of privacy, or an improper disclosure of trade secrets. All reports, memoranda, transmissions and photograph, notes, or other documents will remain part of the company's confidential records.

The names, addresses, phone numbers, or salaries of our employees will only be released to people or agencies as required by law. Employees or contractors are not to approach a client for any other reason except what is defined in the job description of that employee. Employees and contractors are to remain professional at all times and stay on task. Employees and contractors should refrain from asking the client personal questions, engaging in un professional behavior, and establishing personal relationships that can conflict with the professional mission.

Information that is considered proprietary and protected under law should include, but not be limited to: Names of clients, contract information of clients, contractual pricing and bidding information, names of employees, contact information of employees, and pay rates of employees or contractors. *Solaren Risk Management, LLP* will hold all employees, contractors, and vendors accountable to this agreement under the penalty of law.



Media Request

Solaren Risk Management, LLP employees and contractors will not provide answers to any media outlets, which include radio, television, and the press. If approached by a representative of any media outlet, maintain a standard of professionalism and respect. Please direct all media inquiries to the *Solaren Risk Management, LLP* Management Team.

Non-Compete Agreement

The Employee specifically agrees that for a period of two years after the Employee is no longer employed by *Solaren Risk Management, LLP*, the Employee will not engage, directly or indirectly, either as proprietor, stockholder, partner, officer, employee or otherwise, in the same or similar activities as were performed by Solaren Risk Management LLP in any business within a twenty mile radius of the *Solaren Risk Management, LLP* office located at 5252 Hickory Hollow Parkway Antioch, Tennessee which provides services similar to those distributed, sold, or provided by *Solaren Risk Management, LLP* at any time during the two years preceding the Employee's termination of employment.

By digitally signing this document, you are agreeing to comply with and operate within the Confidentiality Agreement, the Media Notice, and the Non-Compete Agreement.

Solaren Risk Management, LLP