

**Confidentiality Agreement and Code of Ethics
for the
Southern Virginia Higher Education Center
Executive Director Search**

By my signature below, I agree to adhere to the following provisions on the disclosure of confidential information as a condition of my participation in the search process. Each item below, and this document as a whole, is limited to the 2024 search for the next Executive Director of the Southern Virginia Higher Education Center (SVHEC or Center):

- 1) I acknowledge that only the Chair of the SVHEC Board of Trustees is authorized to speak to the news media or any other publication or media outlet, or to respond to any inquiries, on behalf of the Board.
- 2) I accept my responsibility shared by my fellow Board members to protect the integrity of the Board, Center, the Commonwealth of Virginia, and all prospects, semi-final candidates, and final candidates.
- 3) I acknowledge that the Executive Committee of the Board will act as a Search Committee and will present to the full Board for its approval such number of finalist(s) as the Executive Committee deems appropriate. I further acknowledge that substance of the Executive Committee's and Board's discussions and deliberations, including without limitation the identification of individual members of the Executive Committee or Board as having expressed particular opinions about specific prospects or candidates, or the general or specific opinions expressed by the Executive Committee or Board members, are to be kept confidential and not to be shared publicly.
- 4) I certify that I am not a candidate for the position of Executive Director of the SVHEC.
- 5) I agree to disclose promptly to the Chair of the Board any conflict of interest, or the appearance thereof, as a result of a relationship between me or a family member and any prospect or candidate, or for any other reason.
- 6) I acknowledge that information is a crucial component of the Executive Committee's and Board's work. This work includes, without limitation, information developed and received about prospects, candidates and their employing institutions. I understand maintaining the confidentiality of this information is necessary to attract high quality finalists, to avoid putting their current positions in jeopardy, and to protect the integrity of such individuals as well as that of the Southern Virginia Higher Education Center, and my fellow Board members. Specifically, I will adhere to the following principles:
 - I will respect the **absolute confidentiality** of all prospects and candidates. I will not reveal the identity of, or any other information about, prospects and candidates with anyone other than Board members before or after the Executive Committee or Board

completes its work, unless the Chair of the Board authorizes the disclosure following documented consent of the candidate(s).

- I will be fair, accurate, honest, and responsible in my management of information germane to the search.
 - I will guard against inaccuracies, carelessness, bias, and distortion made by either emphasis or omission of information.
 - I will strive to treat issues impartially and handle controversial subjects dispassionately.
 - I will give accurate and complete reports on candidates to the Chair of the Board.
- 7) I will place the best interests of the Southern Virginia Higher Education Center and the Commonwealth ahead of all special and personal interests and I will use common sense and good judgement in applying ethical principles to this search process.
- 8) I agree to transfer all records related to the search, including but not limited to written confidential personnel information, in my possession, including any handwritten notes, as directed by the Chair of the Board within thirty (30) days after the conclusion of the Board's search.
- 9) I consider the letter and spirit of this Confidentiality Agreement and Code of Ethics to be a matter of personal responsibility and that my failure to uphold this responsibility may lead to my removal from the Board.

Signature

Date

Print Name

