

2018
NVAR Policies for Volunteers

I. Antitrust Policy

It is the policy to comply in all respects with the federal and state anti-trust laws. This meeting will follow a formal, pre-approved agenda for the purpose of conducting the business of the association. Accordingly, discussion of any matters relating to competition among our members or relating to practices that may restrain trade with third parties is not permitted. These prohibited subjects include prices, allocating territories, boycotts or any other statements that may be construed as anti-competitive.

II. Conflict of Interest Policy Those who choose to serve as officers, directors and committee members, or any other volunteers, are held to the highest standards of conduct. These individuals assume an obligation to subordinate individual interests to the interests of the organization. Those who serve must do so without personal gain, without regard to personal relationships and without financial gain to their employers, and must behave in such a way so as to enhance member and public trust and confidence. These individuals must avoid any real conflicts of interest or improprieties, as well as even the appearance of any conflicts of interest or improprieties. This may lead to a level of conduct beyond that appropriate for circumstances outside the organization. The key elements of this policy are the disclosure of circumstances which may give rise to a conflict or impropriety, the physical absence and non-participation in the decision making process that might lead to a potential conflict or impropriety, and the commitment to honor the confidentiality of organizational information.

Under no circumstances shall any member of the Executive Committee, Board of Directors, or Standing Committees participate in the evaluation or approval of any contractual arrangement of which may become a party, if such individual, or such individual's employer, would benefit financially, either directly or indirectly, from the organization becoming a party to such agreement. Any questions regarding a potential conflict of interest or impropriety should be directed to the General Counsel.

III. Confidentiality Policy

All participants at the meeting also agree that the information discussed is to remain confidential among the attendees, and agree not to appropriate, reproduce, disclose, permit to be disclosed or use any information discussed at Standard Forms Committee meeting, in any way, until after the Board of Directors approve the action, document, etc. Confidential Information shall include, but is not limited to, unpublished or pre-release versions of NVAR's standard forms, and internal use only or limited circulation documents and information.

IV. Social Media Policy for NVAR Volunteers

These guidelines apply to NVAR volunteers who create or contribute to Social Media. For purposes of this policy, "using Social Media" means posting or uploading content to all types of interactive electronic communications including but not limited to websites, weblogs, social networks, discussion boards and listservs.

While all volunteers are welcome to participate in Social Media, we expect everyone who participates in online commentary to understand and to follow these simple but important guidelines. Our

overall goal is simple: to participate online in a respectful, relevant way that protects our reputation and of course follows the letter and spirit of the law.

1. Never represent yourself or NVAR in a false or misleading way. All statements must be true and not misleading; all claims must be substantiated.
2. Post meaningful, respectful comments — in other words, please, no spam and no remarks that are off-topic or offensive.
3. Use common sense and common courtesy: for example, it's best to ask permission to publish or report on conversations that are meant to be confidential, private or internal to NVAR. Make sure your efforts to be transparent don't violate NVAR's privacy, confidentiality, and guidelines outlined in the NVAR Policy Manual.
4. Respect copyright and fair use laws. For NVAR's protection and your own, respect the laws governing copyright and fair use of copyrighted materials owned by others, including NAR's and NVAR's own copyrights and brands.
5. Stick to your area of expertise and do feel free to provide unique, individual perspectives on non-confidential activities at NVAR. Do not disclose confidential, sensitive, proprietary, secret or private information about NVAR, employees, executives, customers, business partners, suppliers or other third parties. Do not disclose financial information about NVAR including but not limited to revenues, profits, forecasts, and other information.
6. When disagreeing with others' opinions, keep it appropriate and polite. If you find yourself in a situation online that looks as if it's becoming antagonistic, do not get overly defensive and do not disengage from the conversation abruptly: feel free to ask the Communications Director for advice and/or to disengage from the dialogue in a polite manner that reflects well on NVAR.
7. If you want to write about the competition, make sure you behave diplomatically, have the facts straight and that you have the appropriate permissions.
8. Please never comment on anything related to legal matters, litigation, or any parties NVAR may be in litigation with.
9. Never participate in Social Media when the topic being discussed may be considered a crisis situation. Even anonymous comments may be traced back to your or NVAR's IP address. Refer all Social Media activity around crisis topics to the Communications Department and/or to General Counsel.
10. Be smart about protecting yourself, your privacy, and NVAR's confidential information. What you publish is widely accessible and will be around for a long time, so consider the content carefully. Be mindful of the fact that Social Media content creates business records that may be retained for business, legal and regulatory purposes.
11. Use a disclaimer. Make it clear that what you say represents your views and not that of NVAR. At a minimum please include in any of your blogs the following: "The postings on this site are my own and don't necessarily represent NVAR's positions, strategies or opinions."

When in doubt, please contact the Communications Director or General Counsel.

Failure to follow this policy may result in disciplinary action, including possible dismissal from the Board, Committee, Forum or Taskforce. All Social Media is subject to the other policies for NVAR volunteers including the confidentiality policy.