



Associate Members: Please sign and fax a copy of this agreement to (888) 334-4047.

Code of Conduct - NetVU Associate Members

The Network of Vertafore Users, Inc. (NetVU) recognizes the value of Associate Members in assisting our organization with accomplishing its mission. NetVU also recognizes that its members are a diversified group with many diverse needs. To this end, NetVU allows Associate Members to participate in membership activities where the product offering or the controlling or ownership entity of the company providing it is not in direct competition with any product offered by Vertafore or NetVU.

As a condition of membership in NetVU each associate member pledges its support of and adherence to the principles and practices set forth in this code of conduct:

- Associate will abide by all guidelines, regulations and bylaws of NetVU.
- Associate will not be allowed to vote or hold office per NetVU's bylaws. Associate may be invited to participate as a guest for a local or national committee and/or task force meeting.
- Associate will comply with all laws and regulations applicable to their business, and maintain high standards of ethical conduct in the operation of that business and in their dealings with members and competitors.
- Associate will adhere to the highest professional standards being honest in all dealings and not knowingly misrepresenting the facts.
- Associate will safeguard any confidential information or documents entrusted to them and not divulge any confidential information without the consent of NetVU or the member agency.
- Associate agrees to respect the privacy and confidentiality of NetVU members.
- Associate shall not use NetVU's membership directory for mass marketing purposes without expressed written consent from NetVU. Associate may earn the privilege to market directly to NetVU members through agreements such as partnerships, sponsorships, or exhibits. Those with this privilege must strictly avoid spamming NetVU member e-mail boxes and limit e-mail contact as per the additional written agreements.
- Associate may be granted access to member online communities. These communities are primarily intended as a meeting place for Vertafore users interested in sharing ideas and suggestions related to technology and insurance. Associate agrees that they are participating as a guest and that the communities are not to be used for either the solicitation or advertisement of products and services. Further associate members must disclose their business affiliations within each post. Private conversations between members should be handled through direct e-mail communications.
- Associate must be a corporate partner, sponsor, or exhibitor in order to be granted the privilege of selling and/or promoting products and services at NetVU events. Selling activities will be confined to the

designated vendor area. At no time shall an Associate attempt to make unsolicited sales during NetVU's general sessions or in any classroom settings, whether live or virtual, or within the online communities.

- Associate will disclose any potential conflict of interest prior to joining NetVU or as soon as a potential conflict is discovered.
- Associate will disclose the existence of any benefits accruing to the associate such as sales commission, rebates, or financial incentives when making recommendations on a member's purchases.
- Associate agrees to make every effort to resolve all legitimate complaints in a timely manner.
- Associate will work towards enhancing the NetVU membership, its goals and objectives, and will maintain a professional working relationship with Vertafore.
- Associate will uphold the principles of NetVU and will not act in any manner that would harm the reputation of NetVU.

We (*Associate Member Company Name*) _____ agree to comply with the NetVU associate member code of ethics. We understand that becoming a NetVU associate member does not constitute an endorsement in any way of our products and/or services. Any violation of the code will be reviewed by the NetVU Membership Committee for further action which may include revocation of membership.

(*Date Signed*) _____