

I / We, _____ from _____,
(representing the “The Collaborating Agency”)

understand that the information provided to me during the briefing for the Speak My Language program will be kept confidential and is not to be disseminated or distributed to others outside the intended briefing or collaboration.

I/ we agree the information is not to be disclosed or used for mine or my organisations professional or personal benefit and where I share information and promote the program, will acknowledge the Speak My Language program as the intellectual property owners and developers of the initiative and the related materials resource.

On the occasion which I will be required to share this information it will be acceptable to do so;

- a. To other colleagues or personnel within my organisation on a “need to know” basis where such persons are bound by the same obligations of confidentiality as I am and that they will not use or disseminate the information.
- b. In providing information to guest speakers and stakeholders for the purpose of preparing them for their role in the program.
- c. After seeking approval from the Speak My language program when releasing information to promote the program and our organisations involvement. In this case, full acknowledgment of the program and its partners will be required.
- d. Which comes to my attention out of the public domain otherwise than as a result of any breach of this undertaking or a similar undertaking by another person.

This undertaking extends to the making of copies or reproductions of any concepts, proposals, submissions, or materials belonging to Speak My Language. Such copies and information shall at all times remain the exclusive property of Speak My language and I acknowledge that I may only use such copies and information for the purposes of program and its aims and goals.

Your Commitment to Us

It is vitally important that our relationship is two way. To make sure we can deliver my commitment to you, we ask if you would consider the following standards.

- Please offer honest feedback at all times. We appreciate recognition for work well done but equally appreciate constructive criticism should we make a mistake or require feedback. You’ll find us honest, truthful and “up-front” with you at all times.
- Please give genuine consideration to action any strategy or suggestion we make (given that it is reasonable to do so at the time), even if that means to test an idea, which may assist or improve your business.
- When you invest in our programs we ask that you do so in good faith and always meet deadlines on or before the due date so we can get on with the task of building your language program.
- You and I as a team will commit to putting in time and effort to make your collaboration successful and your goals a reality.
- We shall do our absolute best to keep your agreements and appointments and let us know well in advance if there are any changes.

Accepted by both parties:

Signature: _____

Print Name: _____

Collaborating Agency Name _____

Signature: _____

Speak My Language Representative:

Date: _____