



Confidentiality Policy Agreement

Respecting the privacy of our clients, donors, members, staff, and volunteers of Moore Thriving Communities itself is a basic value of Moore Thriving Communities. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Executive Director, Dianne Ditmanson. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared. Employees, volunteers and board members of Moore Thriving Communities may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Moore Thriving Communities that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service. Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

Board Members Only: When executive session meetings are called to order (no public allowed to be present), all board members agree to keep meeting content confidential. Emails and text messages only meant for board members are also expected to remain confidential.

I acknowledge the policy above and agree to sign below and follow all protocol explained above. I understand the ramifications of not following the confidentiality policy, and accept appropriate consequences if I choose to violate this policy.

Position: _____

Print Name: _____

Signature: _____

Date: _____