



BOARD MEMBER, STAFF & VOLUNTEER CONFIDENTIALITY AGREEMENT

This policy shall become effective on May 26, 2015

Respecting the privacy of our donors, members, customers, staff, volunteers and of Monadnock Humane Society (MHS) itself is a basic value of MHS.

It is our policy that board members, staff, and volunteers will not divulge confidential information, including personal, financial, or any other proprietary information, belonging to, or obtained through their affiliation with MHS to any person, including relatives, friends, and business/professional associates.

Board members, staff and volunteers must practice professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information including leaving confidential information in documents or on computer screens in plain view of others.

It is intended that this policy of MHS be followed both during and after employment or volunteer service. Upon separation of employment or at the end of a board member's term, he or she shall return all written documents, electronic data and other materials, that may contain confidential information.

Failure to adhere to this policy will result in discipline, up to and including separation of employment or service with MHS.

ACKNOWLEDGEMENT OF CONFIDENTIALITY

I understand that I have a position of trust as a board member, employee, or volunteer of MHS and agree to treat all MHS personal, financial and other proprietary information as confidential and will take care not to disclose this data to other parties. Further, I will return all written or electronic information to MHS leadership upon the end of employment or board term.

Signature

Date

Printed Name