



## Confidentiality Agreement

Respecting the privacy of our clients, donors, members, staff, volunteers and of The Faces of the Village itself is a basic value of The Faces of the Village. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Toni R Hendrix-Green and/or the Board of Directors of The Faces of the Village. 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 The Faces of the Village may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of The Faces of the Village 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.

I have read The Faces of the Village's policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform my direct supervisor immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my employment/service with The Faces of the Village and legal action by The Faces of the Village.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_