

## CONFIDENTIALITY COMPLIANCE AGREEMENT

The Board of Directors of McMinnville Area Habitat for Humanity has adopted the following policy regarding the requirement to adhere to confidentiality expectations when dealing with the operations of the affiliate and the information pertaining to prospective and actual Habitat families as well as its volunteers and employees:

“In executing the duties and responsibilities of the McMinnville Area Habitat for Humanity, the affiliate staff and volunteers may share information that can be considered as sensitive or private regarding the financial status or transactions of the organization and/or its families. It is imperative, both legally and ethically, that the confidentiality of this information must be maintained. Therefore, in these situations, the staff and volunteers are directed not to disclose privileged information to other persons. Even though the affiliate has a practice of holding open meetings and encouraging the full disclosure of essential information, certain items and topics are highly confidential and must not be violated by sharing with others who do not have a need to know. If confidential information needs to be shared, then appropriate authorization must be granted by the affiliate’s President or Executive Director.

If a staff member or volunteer is unable to adhere to this requirement for confidentiality, the affiliate may take appropriate action, up to and including termination from his/her position as an employee or volunteer.”

My signature acknowledges that I have read, understand and agree to abide by the expectations for confidentiality as described in the policy shown above:

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Employee or Volunteer Signature

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Date

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Print Name