Hope Communities, Inc.
Confidentiality Policy for Volunteers and Interns

Respecting the privacy of our clients, donors, staff, community partners, and volunteers of Hope Communities, Inc, itself is a basic value of the organization.

- Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the President and CEO.
- Care shall 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.
- Volunteers of Hope Communities, Inc. may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Hope Communities, Inc. that such information must be kept confidential both during and after volunteer service.
- Volunteers are expected to return materials containing privileged or confidential information at the time of expiration of volunteer 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, __________________________, understand and agree to abide by this Policy.

_________________________________  ______________________________
Signature                        Date