

United Midcoast Charities

Policy & Procedure: Non-Disclosure Agreement

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of **United Midcoast Charities**. Any information that is not otherwise publicly available that an employee, Board member or volunteer learns about **United Midcoast Charities**, or its members, donors or grantees, as a result of working for or volunteering for **United Midcoast Charities** constitutes privileged and confidential information.

The disclosure, distribution, electronic transmission or copying of **United Midcoast Charities'** privileged and confidential information is prohibited. Such information includes, but is not limited to the following examples:

- Program and financial information, including information related to donors, agencies / grant recipients, and pending projects and proposals.
- Compensation data.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding privileged and confidential information generally should not be conducted in elevators, restrooms, restaurants, or other places where conversations – in person or on the phone - might be overheard.

Employees, vendors, Board members and volunteers may not disclose privileged and confidential information to anyone who is not employed by or volunteering for **United Midcoast Charities** or to other persons employed by or volunteering for **United Midcoast Charities** who do not need to know such information to assist in rendering services.

Employees, Board members and volunteers are required to sign a non-disclosure agreement as a condition of employment or volunteer involvement.

Any employee, vendor, Board member or volunteer who discloses privileged and confidential **United Midcoast Charities** information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose privileged and confidential information.

Signature: _____

Print Name: _____

Position (Employee, Vendor, Board Member, or Volunteer):

Date: _____