

IAMBK Confidentiality Policy

Confidentiality is a basic element of the operation of IAMBK. To protect the confidentiality of fellow employees, directors, volunteers and the organization, no information concerning other employees, directors, volunteers or IAMBK business is to be discussed with anyone except when necessary for the purpose of daily business.

Member information shall be kept strictly confidential. Only those authorized personnel directly responsible for services to the member shall discuss or have access to this information. Care shall be exercised to be certain that unauthorized individuals do not overhear discussion of confidential information.

Employees, directors, volunteers and directors of IAMBK understand and agree that during their employment and/or service they may obtain information and documents which is confidential and/or privileged and proprietary in nature and which must be kept confidential both during and after their term of employment or service. As such, all employees, directors, volunteers and directors are required to return any such documents containing privileged or confidential information at the time of the termination of employment or expiration of service.

At the end of a board member's term in office or upon the termination of an employee's employment, he or she shall return, at the request of IAMBK, all documents, papers, and other materials, regardless of medium, that may contain or be derived from confidential information in his or her possession.

Any employee or director that divulges confidential or privileged information, whether during or after his term of employment or service, is subject to appropriate discipline, including dismissal, or other criminal sanctions. Employees, directors, volunteers and directors recognize that the employer has a proprietary interest in any such information and/or documents and would be irreparably damaged as a result of any disclosure or dissemination thereof.

Breaches of confidential information are subject to disciplinary action up to and including immediate termination and/or removal.

Employee/Director/Volunteer Confidentiality Agreement

CONFIDENTIAL INFORMATION

The employees, directors, and volunteers, of IAMBK manage and have access to confidential information that must stay within our organization. Confidential information includes, but is not limited to, our donors, supporters, employees, marketing processes, and financial information, which includes current and future business plans, our computer and software systems and processes, personnel information, and associated documents. Employees, directors, volunteers are not permitted to share this confidential information with anyone outside the organization, or to remove or make copies of any of IAMBK's records, reports, or documents in any form, without prior management approval. Disclosure of confidential information may lead to disciplinary action, which may include termination of employment, as well as other possible legal action. Additionally, employees, directors, and volunteers of IAMBK are prohibited during and/or after affiliation with IAMBK from using IAMBK's confidential information in any form for their own purposes or for those of other persons or entities. Finally, all confidential information relative to IAMBK, regardless of its form, must be returned to the organization at the time of termination of employment with the organization.

Statement of Understanding and Agreement

I am aware that, during the course of my employment or affiliation with IAMBK, confidential information will be made available to me. Further, I understand that this information is proprietary and critical to the success of IAMBK and may not be distributed or used outside of IAMBK premises or with non-IAMBK individuals. In the event of my termination of employment or affiliation with the organization, whether voluntary or involuntary, I hereby agree that I will not utilize or exploit this information for my own personal gain, or share it with any other individual, nonprofit agency, or company.

Signature

Date

Print Name

Affiliation