

APPENDIX 10.I

**Hope Alive, Inc.
Volunteer Statement of Understanding
Confidentiality**

Hope Alive, Inc. considers certain information to be confidential and/or proprietary. Such information should not be communicated without proper authorization from the staff supervisor. All matters regarding residents or the organization are considered confidential. If you are not sure if the information you are handling is confidential, consult the staff supervisor. Removal of any confidential information from the organization's office without specific authorization to do so is prohibited and grounds for immediate release from duties.

Confidential information includes, but is not limited to: certain business information such as financial, fundraising and marketing data, budget information, bid proposals, contract negotiations, research and development ideas; personnel actions, such as promotions, demotions, terminations, personnel controversies, compensation, payroll data, performance appraisals, personal information of an embarrassing nature or that an employee specifically requested be kept confidential; information about program residents; certain legal advice, opinions, and documents.

Hope Alive's Confidentiality Statement is printed at the top of each log sign-in/out sheet, which reads as follows:

Confidentiality Agreement: By signing below, I am acknowledging and agreeing to maintain residents' confidentiality and will refrain from disclosing ANY identifying information OR residents' affiliation with Hope Alive outside of the program. I also agree to refrain from sharing confidential information with other residents or others affiliated with Hope Alive, unless necessary in my service with Hope Alive OR in not doing so could pose harm to someone.

I understand both the literal expression of the policy and its intent. By signing this statement of understanding I hereby affirm that I understand and agree to comply with the **Volunteer Confidentiality Policy**.

Name _____ Signature _____

Date _____ Witness _____