

Food For Fairview

P.O. Box 2077

Fairview, NC 28730

Confidentiality and Self-Dealing Policy for Volunteers and Board Members

It is the policy of Food For Fairview that board members and volunteers of Food For Fairview will not disclose confidential information belonging to, or obtained through their affiliation with Food For Fairview to any person, including their relatives, friends, and business and professional associates, unless Food For Fairview has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members and volunteers are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view. In addition, no board member shall use information gained by virtue of his or her participation on the board of Food for Fairview to gain any financial or personal advantage that he or she would not have otherwise had; no confidential information shall be used for self-dealing, and any conflict of interest must be revealed by a board member should it arise.

Upon separation from Food For Fairview all documents, papers, and other materials that may contain confidential information shall be returned to Food For Fairview.

Certification:

I agree to treat as confidential all information about clients or former clients and their families that I learn during the performance of my duties as a volunteer or Board Member for Food For Fairview.

Signature: _____

Date: _____ Name: _____