

POLICY ON CONFIDENTIAL INFORMATION

Board members, employees and volunteers of Sound Generations have access to confidential information that shall be used solely for the purpose of performing services on behalf of Sound Generations. The duty to maintain confidentiality of such information is part of the duty of loyalty, which obligates them to act in the best interest of the organization.

Unless otherwise required by applicable law, board members, employees and volunteers may not disclose, divulge or make accessible confidential information belonging to or obtained through their affiliation with Sound Generations to any person, other than those who have a legitimate need for such information and to whom Sound Generations has authorized disclosure. For the purpose of this policy, "confidential information" includes but is not limited to: planning documents; financial information; business and legal negotiations; board deliberations; marketing processes; computer and software systems and processes; client and customer records; personnel information and files; personal contact information about board members, employees, volunteers and actual or prospective donors; and other non-public information.

Board members, employees and volunteers must exercise good judgment and care at all times to avoid unauthorized, improper or inadvertent disclosures of confidential information. Conversations in public places should be limited to matters that do not pertain to information of a confidential nature. Confidential information should not be left in plain view, and should not be shared with anyone outside the organization. Disclosure of confidential information may lead to disciplinary action, including removal from service, termination or possible legal action. This policy does not preclude an employee from discussing the employee's terms and conditions of employment with other employees or a third party if the employee so chooses.

Board members, employees and volunteers shall sign a written statement of their agreement with this policy as a condition of their service to Sound Generations. At the end of their service to Sound Generations, board members, employees and volunteers shall return or destroy all documents, papers and other materials, regardless of medium, that may contain or be derived from confidential information in their possession. The duty to maintain confidentiality survives the termination of their service to Sound Generations.

STATEMENT OF AGREEMENT

By my signature below, I acknowledge my receipt of Sound Generations' Policy on Confidential Information, and agree to abide by its terms.

Name [print]

Signature

Date