General Policy 1.3
Board Approval: 3/18/2015
Scheduled Review Date: Yearly at Annual Meeting
Committee: Board

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Policy 1.3
<u>Confidentiality</u>

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This is a confidentiality policy for Employees, Volunteers and Board Members. Respecting the privacy of our clients, donors, members, staff and volunteers and of Southern Oregon Friends of Hospice itself is a basic value of Southern Oregon Friends of Hospice.

Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the executive director. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared. Employees, volunteers and board members of Southern Oregon Friends of Hospice may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Southern Oregon Friends of Hospice that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service. Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

Certification

I have read Southern Oregon Friends of Hospice's policy on confidentiality presented above. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with Southern Oregon Friends of Hospice.

Signature _____ Name _____ Date _____