

Confidentiality Statement

This Agreement is made as of the date written below by and between Transition House, Inc. (the “Organization”) and the individual who has certified this Agreement, written below.

In consideration of the volunteering for the Organization, it is hereby agreed as follows:

The Organization will at all times maintain transparency with sponsors and the general public. Information concerning sponsors and/or fundraising efforts and plans shall not be used to benefit the fundraising efforts of any other organization.

Any request by a sponsor to remain anonymous or to limit information provided to the public shall be honored, except to the extent that the Organization is legally required to disclose the identity of sponsors. All information about sponsors will be kept strictly confidential by the Organization and its representatives unless the sponsor grants permission to release such information.

During my period of volunteer work, the Organization may disclose or cause to be disclosed to me, confidential information relating to client or personnel matters, such as information regarding cases and salaries, medical treatment or diagnosis, terminations, layoffs or promotions, and disciplinary measures regarding individual directors, officers, employees, contract employees, other volunteers, financial information regarding contractual arrangements, pricing, letters of agreement or understanding, intellectual property developed by the Organization, identifiable confidential matters, or information regarding prospective business of the Organization. I recognize such information to be the property of the Organization and I agree to hold such information in trust and solely for the Organization’s benefit and not to disclose such information to those inside or outside the Organization either during or after volunteering, without the written consent of a Director of the Organization.

Upon leaving the Organization I agree not to take with me, without first obtaining the written consent of a director of the Organization, any document or tangible evidence of confidential information or data belonging to, or under the control of, the Organization, whether on disk, record or hard copy, whether an original or a reproduction.

Director/Volunteer Signature

Date

Director/Volunteer Printed Name