



Carolina Waterfowl Rescue

## Confidentiality and Policy Agreement

Carolina Waterfowl Rescue has adopted the following policies:

### 1.) Prohibition Against Sexual Harassment

Carolina Waterfowl Rescue strives to maintain a workplace and volunteer environment that is free from illegal discrimination and harassment. While all forms of harassment are prohibited, it is the organization’s policy to emphasize that sexual harassment is specifically prohibited. Any board member, employee or volunteer who engages in discriminatory or harassing conduct towards another member of the organization is subject to removal from their position and/or employment. Complaints alleging misconduct will be investigated promptly and as confidentially as possible by a task force of the Board, appointed by a quorum of the members of the Board. A complaint of inappropriate conduct is to be made to the Director or a member of the Board.

### 2. Confidentiality

Employees and Volunteers are reminded that confidential financial, personnel and other matters concerning the organizations, donors, staff or clients/consumers may be discussed from time to time. Employees and volunteers should not disclose such confidential information to anyone, unless required by law.

Board members, volunteers and employees 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.

All information concerning clients, former clients, staff, volunteers, financial data, and

Business records of Carolina Waterfowl Rescue is confidential. “Confidential” means that you are free to talk about Carolina Waterfowl Rescue and about your program and your position, but you are not permitted to disclose clients’ names or talk about them in ways that will make their identity known. No information may be released without appropriate authorization. This is a basic component of client care and business ethics. The board of directors, staff and our clients rely on paid and volunteer staff to conform to this rule of confidentiality. Carolina Waterfowl Rescue expects you to respect the privacy of clients and to maintain their personal and financial information as confidential. All records dealing with specific clients must be treated as confidential. General information, policy statements or statistical material that is not identified with any individual or family is not classified as confidential. Staff members are responsible for maintaining the confidentiality of information relating to other staff members and volunteers, in addition to clients. Failure to maintain confidentiality may result in termination of your employment, your volunteer status or other corrective action. Upon separation of employment, at the end of your volunteer relationship and at the end of a board member’s term, he or she shall return, all documents, papers, and other materials, that may contain confidential information. This policy is intended to protect you as well as Carolina Waterfowl Rescue because in extreme cases, violations of this policy also may result in personal liability.

(Clearly Print Name on line below)

I, \_\_\_\_\_, recognizing the important responsibility I am undertaking in my employment with or volunteer efforts for Carolina Waterfowl Rescue hereby agree to carry out in a trust worthy and diligent manner the duties and obligations associated with my role and abide by this Code of Conduct. I understand that failure to abide by this Code of Conduct may result in my removal as an employee or volunteer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_