



### **Confidentiality**

During your time with Age Well Arrowhead, you may have access to confidential information belonging to the organization, our clients, employees, community stakeholders, and other volunteers. Such information may include, but is not limited to:

- Client names and personal stories
- Organization data, records, and reports
- Financial information
- Contact lists
- Personnel and compensation information
- Contracts
- Litigation and other legal matters, whether or not it is labeled “confidential”
- Proprietary software, licensed programs, documentation, research, developmental materials, and confidential reports

Safeguarding confidential information is essential to the integrity of this organization. As a condition of your placement, you must agree that all such information is private or the exclusive property of Age Well Arrowhead. You will not disclose any information to anyone, except within the responsible performance of your position, regardless of whether it has been designated confidential.

Any violation of this policy will lead to disciplinary action, including the potential termination of your relationship with Age Well Arrowhead.

### **Use of Age Well Arrowhead Resources**

Age Well Arrowhead resources, including time, material, equipment, and information, are provided for Age Well business use. Occasional personal use is permissible if it does not affect your performance or cause a disruption in the workplace. Volunteers and those who represent Age Well are trusted to behave responsibly and use good judgment to conserve Age Well resources.

To protect the interests of the Age Well Arrowhead network and our fellow staff & volunteers, Age Well reserves the right to monitor or review all data and information contained on Age Well-issued computer or electronic device, the use of the Internet, or Age Well’s intranet. We will not tolerate the use of Age Well resources to create, access, store, print, solicit, or send any materials that are harassing, threatening, abusive, sexually explicit, or otherwise offensive or inappropriate.

**Certification:** I have read Age Well Arrowhead’s policy on confidentiality and the Statement of 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 Age Well Arrowhead.

Printed Name \_\_\_\_\_

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