

Chalfonte Foundation
Confidentiality Policy for Employees, Volunteers and Board Members

Respecting the privacy of our clients, donors, members, staff, volunteers and of Chalfonte Foundation (the “Corporation”) itself is a basic value of the Corporation. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Chief Executive Officer of the Corporation. 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 the Corporation may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of the Corporation 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.

ADOPTION OF CONFIDENTIALITY POLICY

I do hereby certify on this 7th day of September, 2019 that the above stated Confidentiality Policy for Chalfonte Foundation was approved and adopted by the board of directors on September 7, 2019 and constitutes a complete copy of the Confidentiality Policy of the Corporation.

By: _____/S/_____

Name: Matthew Jastrzembski

Its: Secretary