



GREATER SALINA
**community
foundation**

CONFIDENTIALITY POLICY AGREEMENT

Employees, directors, committee members, volunteers and regional affiliates of the Greater Salina Community Foundation ("Foundation") may have access to confidential information critical to the wellbeing of the organization or of a personal nature to our donors. It is the policy of the Foundation that employees, directors, committee members and volunteers may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the Foundation to any person, including relatives, friends, and business and professional associates.

Directors may disclose confidential information to Foundation employees, directors, committee members or volunteers of the Foundation with a need to know at any time or for any purpose during or after termination of their affiliation with the Foundation. Employees shall use confidential information solely for the purpose of performing services for the Foundation or its donors.

There is a general presumption that Foundation information, particularly which relates to donors, donations, grant applicants, grantees, scholarship applicants, scholarship recipients, and Foundation business, is confidential. This policy is not intended to prevent disclosure where disclosure is required by law, or disclosures as necessary to accountants, attorneys, or other professionals providing assistance to the Foundation. Public documents include the Foundation's annual report, IRS form 990 (excluding donor names), investments results, and investment policies.

All individuals covered by this policy must exercise good judgment and care to avoid unauthorized or unintentional disclosures of confidential information.-This includes avoiding discussions in public places and ensuring that confidential materials are not left in unsecured areas.

Consequences of Breach

Any individual who violates this confidentiality policy may be subject to disciplinary action, up to and including:

- Termination of employment (for staff)
- Removal from the Board of Directors or Foundation committees (for directors and committee members)
- Revocation of volunteer privileges (for volunteers)
- Legal action, if warranted, including seeking damages or injunctive relief.

The Foundation reserves the right to investigate any suspected breach of confidentiality and to take appropriate action based on the findings. Questions or concerns about confidentiality should be directed to the President & Executive Director or Board Chair.

Acknowledgment

I have read and understand the above Confidentiality Policy. I agree to abide by this policy at all times in my role as an employee, director, committee member, volunteer, or regional affiliate of the Greater Salina Community Foundation. I understand that failure to comply with this policy may result in disciplinary action as outlined above.

Signature

Date

Name (printed)