

CONFIDENTIALITY STATEMENT FOR BOARD AND COMMITTEE MEMBERS
BLUE ECOLOGY INSTITUTE FOUNDATION (BEIF)
Effective date: November 19, 2021

It is the policy of BEIF that board and committee members (trustees and committee members) of BEIF will not disclose confidential information belonging to or obtained through their affiliation with BEIF to any person, including their relatives, friends, and business and professional associates, unless BEIF has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Confidentiality is the preservation of privileged information. Board members and other volunteers are cautioned to demonstrate professionalism, good judgment, and care at all times in handling any information related to BEIF to avoid unauthorized or improper disclosures of confidential information.

While board and committee members are expected and encouraged to discuss the organization with one another and targeted publics, they shall not report opinions expressed in meetings, nor shall they report independently on committee action, or engage in any communication that has not been approved by the CEO or that would not be supported by board policy, procedures, or decisions.

At the end of the board or committee member's term or upon their retirement, resignation or removal from the Board of Directors or committee, they shall return, at BEIF's request, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in their possession.

It is expected that board and committee members, will not use trade secrets, client and/or donor lists, or other confidential information acquired by virtue of being on the board or committee, even after they complete their service with BEIF.

Certification

I have read BEIF's complete policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and this statement and to inform the Board Chair immediately if I believe any violation (unintentional or otherwise) of the policy or this statement has occurred.

Signature _____ Name _____ Date _____