



CONFIDENTIALITY POLICY FOR BOARD MEMBERS AND VOLUNTEERS

Quadra Island Foundation (QIF) respects the privacy of our donors, grant applicants, community partners, volunteers and the Foundation itself.

Personal and financial information is confidential and should not be disclosed or discussed with anyone without prior approval by the Board. 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.

Board members and volunteers of QIF may be privy to information that is confidential and/or privileged. It is the policy of QIF that such information must be kept confidential both during and after service to QIF. Volunteers and Board members are expected to return materials containing privileged or confidential information at the end of their appointments.

ACKNOWLEDGEMENT OF CONFIDENTIALITY OF INFORMATION

I have read the Quadra Island Foundation's policy on confidentiality presented above. I agree to abide by the requirements of the policy.

Signature: _____

Name: _____

Date: _____

Approved by the Board: November 29, 2021