

## **Core Principles, Code of Ethics and Confidentiality Agreement United Way of the Brazos Valley**

As a volunteer of United Way of the Brazos Valley (UWBV) you will receive a variety of information of a confidential nature. Information may be print, verbal or electronic. All communications and materials provided will be handled as defined by the UWBV Core Principles and Code of Ethics. As such, I promise and agree to the following as an employee, agent or volunteer of the UWBV:

1. I will support and practice the UWBV Core Principles and Code of Ethics in all my responsibilities and actions. If I become aware of any potential breach of the UWBV Core Principles and Code of Ethics by myself or another person I will share such information with the individuals involved to develop a potential resolution and/or Board President and/or the President and CEO of UWBV.
2. I will ensure that all information which is confidential or privileged or which is not publicly available is not disclosed inappropriately. Any communication regarding such data must be limited only to the persons who are entitled to such data. Unauthorized disclosure of confidential data is a serious breach of trust.
3. I will recognize and acknowledge the confidential nature of this information, including without limitation the identity of donors and prospective donors (collectively "Donors"), Donor's charitable giving history and charitable preferences, and personal and financial information about Donors, the United Way of the Brazos Valley or its staff (hereafter "Confidential Information").
4. I will refer requests for information from the media or any other entity to the United Way of the Brazos Valley Vice President of Relationship Building or the President and CEO.
5. I agree that the Confidential Information will be solely used for the purpose of performing my volunteer responsibilities for United Way of the Brazos Valley.
6. I agree to maintain as strictly confidential and not share with any third party Confidential Information or any of United Way of the Brazos Valley's financial, legal, business or strategic information.
7. I agree that I will not copy or otherwise duplicate any of the Confidential Information without the written consent of United Way of the Brazos Valley.
8. I agree that I will return any and all materials provided by United Way of the Brazos Valley, if requested.

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Name

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Signature

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Date