



**Veterans
Ending
The
Stigma**

CONFIDENTIALITY POLICY

*For Board of Directors, Officers, and
Volunteers*

Valuing the privacy of our clients, donors, members, volunteers and of Veterans Ending The Stigma itself is a basic value of Veterans Ending The Stigma. Personal and financial information is confidential and should not be divulged or discussed with anyone without consent or authorization from the Board of Directors. Care shall also be taken to ensure that unsanctioned individuals do not overhear any discussion of private information and that documents containing confidential material are not left in the open or unintentionally shared.

Board Members and volunteers of Veterans Ending The Stigma may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Veterans Ending The Stigma that such information must be kept confidential both during and after volunteer service. Volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of parting from employment or termination of service.

Unapproved disclosure of confidential or privileged information is a severe violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/ dismissal from the organization.