

ISLAND CITY STAGE CONFIDENTIALITY POLICY

(Approved by the Board of Directors March 31, 2020)

Confidentiality Policy for Employees, Volunteers and Board Members

Respecting the privacy of our patrons, donors, staff, volunteers and of Island City Stage itself is a basic value of Island City Stage. Personal and financial information is confidential and should not be disclosed or discussed with anyone without the express permission or authorization from the Managing Director. Care shall 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.

Employees, volunteers and Board Members of Island City Stage may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Island City Stage that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including Board Members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including but not limited to, termination, removal, dismissal and other appropriate legal action.

I have read this Confidentiality Policy and agree to comply:

Print Name	Signature	Date
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I am a: Board Member Staff Member Volunteer