



Volunteer Confidentiality & Nondisclosure Agreement

I understand that, while volunteering at or with Root and Rebound, all information that I obtain (from documents, computer databases, telephone calls, overheard conversations, or any other source) that names or identifies any client or potential client of the office is confidential, non-disclosable, and subject to the attorney-client privilege. I will not share this information with anyone who is not an employee of Root and Rebound unless expressly authorized to do so by the Executive Director.

I agree to treat as confidential and non-disclosable all information and documents I view, obtain or create (electronically or on paper) in the course of volunteering at Root and Rebound. This information and these documents *include but are not limited to* nonpublic information and documents regarding clients, potential clients, donors, potential donors/funders, personnel, expenses and budget, community stakeholders and partners, strategic planning, operational planning, and research materials developed in-house. I will not discuss the contents of this information and these documents in any way with anyone who is not an employee of Root and Rebound unless expressly authorized to do so by the Executive Director. I will not make electronic or paper copies of any documents unless I am directed to do so by an attorney at Root and Rebound, and I will not take any electronic or paper documents with me when I leave the office unless expressly authorized to do so by the Executive Director or when I stop volunteering for Root & Rebound.

Prior to my departure as a volunteer with Root and Rebound, I will return to the Executive Director all electronic and paper documents created or obtained (defined above) during the course of my volunteering with Root and Rebound and I will not keep any copies thereof.

This Agreement does not prohibit me from (i) engaging in protected concerted activity; (ii) disclosing unlawful acts, including but not limited to sexual harassment; or (iii) testifying about alleged criminal conduct or alleged sexual harassment if compelled to do so pursuant to a court order, subpoena, or written request from an administrative agency or the legislature.

I understand that the terms of this confidentiality and nondisclosure agreement continue after I stop volunteering at Root and Rebound.

Signature

Date

Printed Name