



Confidentiality Agreement

We want to give employee/volunteers all the information they require in order for their responsibilities to be fully completed. We also have to protect the rights of all our stakeholders including our donors, volunteers, families, employees and board members, our affiliates and the faith communities in which we partner and support. It is with this in mind that we are requesting that each volunteer /employee sign a confidentiality agreement to reflect the importance of this matter and to protect the integrity of the information and material employee/volunteers will receive related to the business conducted by Habitat for Humanity Regina

I agree that I will not:

- Act in any way that would harm or cause the reputation of Habitat for Humanity Regina, or any of their stakeholders, to be adversely affected.
- Divulge or make known to anyone any information of a sensitive or confidential nature, printed or otherwise, relating to the nature of our business, including but not limited to:

- Financial Information
- Donor Information
- Supplier Information
- Habitat Family Information

Unless it is within proper execution of my duties.

All data and information that is used to perform my responsibilities will remain the exclusive property of Habitat for Humanity Regina and will be returned to Habitat for Humanity Regina upon leaving their employment or volunteer position. I acknowledge that the provisions of this agreement shall continue to apply after I leave Habitat for Humanity Regina, for whatever reason. However, these provisions shall cease to apply to any information that comes into public domain as a result of authorized disclosure.