

Reaching Across Borders (RAB) Confidentiality Agreement

Effective Date: January 2022

Next Review Date: December 2025

Current Policy Owner: CEO and Board

For all RAB's corporate policies, please visit the website: <https://ReachingAcrossBorders.org/policies/>

Rationale

Confidentiality is the preservation of privileged information. By necessity, personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide our services to our beneficiaries; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual beneficiaries through an assignment is confidential in terms of the law, and disclosure could make you legally liable. Disclosure could also damage your relationship with the beneficiary and make it difficult to help the person. This same confidentiality is extended to all other Reaching Across Borders (RAB) operations and activities.

Confidentiality Policy

All information concerning beneficiaries, former beneficiaries, our team members, volunteers, Board members, Advisors, financial data, and business records of RAB is confidential. "Confidential" means that you are free to talk about RAB and about our programs and services, and your position, but you are not permitted to disclose beneficiaries' names or talk about them in ways that will make their identity known. No information may be released without appropriate authorization. This is a basic component of beneficiaries' care and dignity, and business ethics.

RAB expects you to respect the privacy of beneficiaries and to maintain their information as confidential. All records dealing with specific beneficiaries must be treated as confidential. General information, policy statements or statistical material that is not identified with any individual or family is not classified as confidential. Team members, contractors, volunteers, Board members, and partners are responsible for maintaining the confidentiality of information relating to other team members, volunteers, Board members, and partners, in addition to our beneficiaries.

Failure to maintain confidentiality may result in termination of your employment, contract, association, or other corrective action. This policy is intended to protect you as well as RAB because in extreme cases, violations of this policy also may result in personal liability.

Certification

I have read RAB's policy on confidentiality presented above. I agree to abide by the requirements of the policy and inform the CEO immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with RAB.

Signature _____ Name _____ Date _____

Our Corporate Policies

RAB's corporate policies, collectively, are listed on the organization's official website's **policy page**: <https://ReachingAcrossBorders.org/policies/> these include:

- Recruitment & Employment policy;
- Anti-Fraud, Bribery, Corruption, Money-Laundering, and Terrorism Financing policy;
- Child Safeguarding policy;
- Procurement policy;
- Prevention of Sexual Abuse and Exploitation policy;
- Grievance Procedure policy;
- Disciplinary Procedure policy;
- Conflict-of-Interest policy;
- Privacy policy;
- Code of Conduct policy; and
- Confidentiality Agreement.

All staff of RAB, including, volunteers, contractors, consultants, full-time as well as part-time and temporary employees are expected to have read and comply to these policies. This, of course, also includes the RAB management team and Board members.