

Confidentiality Policy

Date of Approval: November 10, 2023

Approving Body: SIR Board of Directors

Policy Sponsor (Staff Officer): Senior Director, Programs and Strategy

Date of Next Review: January 2028

As an SIR and/or SIR Foundation volunteer, you have been or may be exposed to certain confidential and/or proprietary information, documents, materials or data related to the volunteer work you do for SIR or the SIR Foundation. It is important that this information be kept **strictly confidential** and unless otherwise directed will not be disclosed at any time under any circumstance.

Therefore, as a condition of your being selected to serve as a volunteer member, you agree to the following:

1. You will not disclose, whether purposely or inadvertently, any confidential and/or proprietary information, materials or data related to the volunteer work you do for SIR or the SIR Foundation, where such information, documents, materials or data have been previously identified or discussed as “Confidential”, or that you otherwise know or reasonably should know is confidential (hereinafter referred to as “Confidential Information”) to any person or persons outside of the volunteer group or appropriate SIR staff.
2. You will keep all such Confidential Information in your possession or control in a safe and secure place and will take all reasonable steps to protect against inadvertent disclosure or theft of the information.
3. Upon request from the chair or co-chairs of the board or committee on which you serve, you will promptly destroy all Confidential Information you have been sent or acquired relating to SIR and/or the SIR Foundation. Notwithstanding the return or destruction of any such Confidential Information, you will continue to be bound by your obligation under this agreement.

By agreeing to serve as an SIR or SIR Foundation volunteer, volunteers confirm their understanding and acceptance of these conditions with respect to any Confidential Information. Breach of confidentiality may result in disciplinary action that may include relinquishment of a board or committee position or termination or suspension of SIR membership, per the SIR Code of Ethics.