



***In Your Shoes, a giving circle***

**Confidentiality Agreement**

Member Name: \_\_\_\_\_  
*Please print clearly*

All Directors, Officers (Guiding Circle), and General Members must exercise the utmost discretion regarding all matters of official business of the organization. All Directors, Officers (Guiding Circle), and General Members shall refrain from any action and avoid any public pronouncement/discussion/conversation, written or otherwise, that might reflect adversely upon the organization or its clients. A Director, Officer (Guiding Circle), or General Member shall not communicate to any person information that has not been made public, except by authorization of the President/Co-Presidents. All service clients/grant applicants-recipients/grant requestors file matters are confidential. Written documents are to be held in confidence unless otherwise specified by the President/Co-Presidents. All Directors, Officers (Guiding Circle), and General Members must assume the highest degree of confidentiality and integrity in the best interest of the organization's service clients/grant applicants-recipients/grant requestors, and shall adhere strictly to all policies that serve to protect the relationship of members to the service clients/grant applicants-recipients/grant requestors. The organization expects all Directors, Officers (Guiding Circle), and General Members to comply with *In Your Shoes, a giving circle*, bylaws including this policy of confidentiality.

As used herein, "Confidential Information" shall mean any and all information related to *In Your Shoes, a giving circle*, provided by either party to the other, including all forms of communications.

*I hereby certify that I, \_\_\_\_\_, will comply with this Confidentiality Agreement as a Member of In Your Shoes, a giving circle, and abide by the Confidentiality Policy as herein written.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_