

**COLORADO DISTRICT
CONFIDENTIALITY POLICY
LAST UPDATED: 2/6/2023**

Confidentiality is a basic element of the operation of this corporation. To protect the confidentiality of fellow employees, donors, and the organization, no information concerning employees, donors, receivers of benevolence, or organizational business is to be discussed with anyone except when authorized as necessary for the purpose of conducting corporate and organizational business.

All organizational information shall be kept strictly confidential. Only authorized personnel directly responsible for services to the members or for organization business shall discuss or have access to this information. Care shall be exercised to be certain that unauthorized individuals do not overhear discussion nor have access to confidential information.

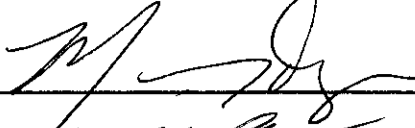
Employees, officers, board members, and directors of this organization understand and agree that during their employment and/or service they may obtain information and documents which are confidential and/or privileged and proprietary in nature and which must be kept confidential both during and after their term of employment or service.

Therefore, all employees, officers, board members, and directors are required to return any such documents containing privileged or confidential information whenever requested or at the time of the termination of employment or expiration of service. This would include but not be limited to financial statements or reports, donor records, corporate records (e.g. by-laws, resolutions, article of incorporation, etc.), and any banking information. In addition, all keys, passwords, or other information allowing access to this organization's data shall be returned when leaving employment or any position.

Employees, officers, board member, and directors recognize that the employer has a proprietary interest in any such information and/or documents and any disclosure or dissemination thereof could cause irreparable damage.

Breaches of confidential information whether during or after one's term of employment or service are subject to full disciplinary action as allowed by this organization or according to the laws of the state in which this corporation is incorporated, up to and including immediate termination and/or legal sanctions as allowed by law (e.g. civil penalties, criminal charges, etc.).

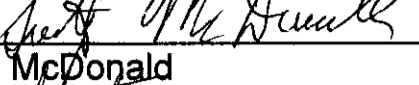
Approved this 6th day of February 2024 in a qualified meeting of the District Board of the *Colorado District*].

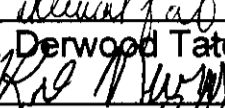
District Superintendent: _____ 

District Secretary-Treasurer: _____ 

Board Members:

_____ 
Rev. Tony Behrer

_____ 
Rev. Scott McDonald

_____ 
Rev. Derwood Tate

_____ 
Rev. Nevin Bass

_____ 
Rev. Sigfredo Ayala