

**Please Sign and Return to United Way of Walworth County
Annual Confidentiality Pledge Renewal Form**

As an integral part of the terms and conditions of my volunteer service with United Way of Walworth County, Inc. (UWWC), I hereby agree, pledge, and undertake, that I will not at any time, during my volunteer service or after my service ends, access or use personal identifiable information, or reveal or disclose to any persons within or outside UWWC any personally identifiable information except as may be required in the course of my duties and responsibilities.

Confidentiality: As a volunteer of the UWWC, you may have access to confidential information about the organization, its partners, its volunteers, and its donors. This knowledge imposes an important responsibility to treat this information as strictly confidential. Employees may not disclose such information to others, unless required as a part of their volunteer responsibilities, or unless first receiving permission from the Executive Director or Board of Directors Chairperson.

Code of Ethics: UWWC, staff, Board of Directors, and volunteers receive and sign the Code of Ethics Guide annually. This Code of Ethics is based on United Way of Walworth County, Inc's mission and is guided by United Way of Walworth County, Inc's values.

Privacy Policy: UWWC, reserves the right to inspect all of its property, without notice, including but not limited to desks or information within its computer or telephone systems, including e- mail, voicemail or other communications created or maintained in electronic form. UWWC, also reserves the right to inspect all property volunteers may bring onto its premises or to volunteer activities, including but not limited to motor vehicles, clothing, packages, briefcases, purses or other containers.

Electronic Communications Policy: UWWC's electronic communication system is the company's property. All messages, information, and data sent and received by the electronic communication system are company property. Volunteers may have access to the company's electronic communication system to enhance performance on day-to-day assignments and to facilitate effective business communications. Incidental and occasional personal use of the electronic communication system is allowed, but such use will be subject to this policy and any resulting messages and data are the property of UWWC. This personal use is allowed when it does not interfere with a volunteer's work performance, interfere with any other employee's or volunteer's work performance, unduly impact the operation of the electronic communication system, or violate any other provision of this or any other UWWC policy. Volunteers may not use the electronic communication system in any way inconsistent with their responsibilities or with the policies in the UWWC Handbook. A volunteer may not copy, download, or use any image, text, video, audio material, software, or other copyright-protected or trademark-protected data without appropriate authorization.

Check the following:

- I understand United Way of Walworth County's policy on confidentiality and personally identifiable information. These obligations will continue after my volunteer service ends.
- I understand that United Way of Walworth County Inc. has completed an initial criminal background check and credential check prior to starting volunteer service. If anything has changed, I understand that it will be my responsibility to notify the Volunteer Coordinator and/or Executive Director immediately.
- I understand and agree to follow the Code of Ethics of United Way of Walworth County, Inc.
- I understand and agree to follow all policies and procedures of United Way of Walworth County, Inc. including those outlined in the United Way of Walworth County Employee Handbook

My preferred contact information is:

EMAIL: _____ PHONE: _____ (Text ok? Y / N)

ADDRESS: _____ CITY/STATE/ZIP: _____

Name Print: _____ Signature: _____ Date: _____

OFFICE: Please place this sign off sheet in volunteer file