



# **AFRO CANADIAN CONTRACTORS ASSOCIATION**

## **Confidentiality Agreement**

It is the policy of the Afro Canadian Contractors Association that board and members of the Afro Canadian Contractors Association will not disclose confidential information belonging to, or obtained through their affiliation with, the Afro Canadian Contractors Association to any person, including their relatives, friends, and business and professional associates, unless the Afro Canadian Contractors Association has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Confidentiality is the preservation of privileged information. Board members and other volunteers are cautioned to demonstrate professionalism, good judgment, and care at all times in handling any information related to the Afro Canadian Contractors Association to avoid unauthorized or improper disclosures of confidential information.

While board and members are expected and encouraged to discuss the organization with one another and targeted publics, they shall not report opinions expressed in meetings, nor shall they report independently on committee action, or engage in any communication that has not been approved by the Executive Director or that would not be supported by board policy, procedures, or decisions.

At the end of the board member's term or upon his/her retirement, resignation or removal from the Board of Directors or committee, he/she shall return, at the Afro Canadian Contractors Association's request, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his/her possession.

It is expected that board and committee members (trustees and committee members), will not use trade secrets, client lists, or other confidential information acquired by virtue of being on the board or committee, even after they complete their service with the Afro Canadian Contractors Association.

As approved on December 30, 2020 by the Board of Directors