

POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

<i>Name:</i>		<i>Written By:</i>
DISCLOSURE		Steve Bent, Executive Director
<i>Initial Approval:</i>	<i>Revision Date:</i>	<i>Applies To:</i>
01/07/19	NA	Board of Directors, Staff, Committees

The Board, Executive Committee, other committee members and staff of the International Association of Workforce Professionals (IAWP) manage and have access to confidential information that must stay within the organization. Confidential information includes, but is not limited to:

- Members
- Supporters
- Partners
- Employees
- Marketing processes
- Financial information, which includes campaign contributions, current and future business plans, our computer and software systems and processes, personnel information, and associated documents.

To protect the confidentiality of fellow members, employees and the organization, no information concerning other members, employees or IAWP business is to be discussed with anyone except when necessary for the purpose of daily business. Care shall be exercised to be certain that unauthorized individuals do not overhear discussion of confidential information. Directors, other committee members and employees of IAWP understand and agree that during their service and/or employment 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 service or employment. The following policies apply to members of the IAWP board, Executive Committee, employees, and to members of committees authorized by the board.

IAWP board, Executive Committee, other committee, and staff members shall not disclose to anyone outside of IAWP the statements, positions, or votes by any board or committee member on actions taken by the board or its committees. Only in extraordinary situations will a board or committee member disclose his or her position or vote on a board or committee action, and only after advising the President before making such a disclosure.

Executive Sessions: The minutes of either a board meeting or Executive Committee meeting shall indicate when the body goes into executive session. When the board or Executive Committee takes an action in executive session that needs to be recorded, the Secretary will provide any such text that is to be included in the official minutes of the meeting. No other information regarding the executive session shall be disclosed.

IAWP POLICY: Disclosure

Board and Executive Committee Agendas and Staff Packets: The packets prepared for the board, Executive Committee, and staff is confidential and should be treated as an internal document restricted to IAWP use. No portion of the agenda may be shared, in written or oral form, with any individual or with any organization outside of IAWP. Exceptions may be made only with the consent of the board.

Personal Information on Staff, Committee, and Board Members: The home addresses, telephone numbers, fax numbers, and e-mail addresses of board, committee, and staff members are not to be given out to any individual or organization without the express permission of the person to be disclosed.

Information on Members and Prospects: All information obtained about members and prospective members will remain confidential and not discussed or provided to any individual other than another member, board member or staff member. The IAWP Membership Directory is a direct benefit of membership and is not intended to be distributed to anyone outside of the association. The home addresses, telephone numbers, fax numbers or e-mail addresses of members are not to be given out to anyone outside of the association without the express permission of the person to be disclosed.

When a member requests that his or her sponsorship or contribution be treated as anonymous, the member's wishes are to be honored by both board, Executive Committee and staff members.

All members and staff shall adhere to the principle that information created by, or on behalf of, IAWP is the property of IAWP and shall not be transferred or utilized except on behalf of IAWP. Any such director, committee member or staff member that divulges confidential or privileged information, whether during or after his/her term of service or employment, is subject to appropriate discipline, including dismissal. Directors, committee members and staff recognize that IAWP has a proprietary interest in any such information and/or documents and would be irreparably damaged as a result of any disclosure or dissemination thereof.

STATEMENT OF UNDERSTANDING AND AGREEMENT

I am aware that, during the course of my service or employment, confidential information will be made available to me. Further, I understand that this information is proprietary and critical to the success of IAWP and may not be distributed or used outside of IAWP premises or with non-IAWP individuals. I hereby confirm that I have received a copy of the Confidentiality Policy and agree to abide by the guidelines set forth therein.

Signature _____ Date _____

Name (please print) _____