**Greater Ottawa County United Way**

**Employee/Volunteer Non-Disclosure/Confidentiality**

Greater Ottawa County United Way’s policy concerning overall business conduct covers the protection of confidential information and trade secrets. During an employee’s or volunteers tenure with Greater Ottawa County United Way he or she will have access to confidential and proprietary information that is the sole and exclusive property of Greater Ottawa County United Way including, but not limited to, trade secrets and confidential information as defined below.

All employees and volunteers are required at all times to keep confidential, and shall not thereafter, either directly or indirectly, without prior and express written consent from, Greater Ottawa County United Way, disclose or make available to any person, firm, corporation, governmental agency, or other entity outside of Greater Ottawa County United Way, any confidential information or trade secrets of Greater Ottawa County United Way, or Greater Ottawa County United Way’s donors and vendors, including but not limited to , the whole or part of any hard copies and computer data bases, programs or electronic files containing any scientific or technical information, design, process, procedure, formula, improvement, business plan, financial information, any listing of existing or potential donor or donor names, addresses or telephone numbers, any information related to marketing lists and data bases, existing and future products, donor, vendor or supplier contract and information, mailing lists, inventories, pricing or billing information, sales figures, general ledgers, balance sheets, consulting reports, internal memoranda and any other similar trade secrets or confidential information.

Remember: Employees who possess, use, disclose, convert, copy, duplicate, sell, transmit or transfer any trade secrets or confidential information in violation of this rule are subject to: (1) search of the employee’s office or workstation (including desk), personal effects (such as briefcases, boxes, purses, athletic bags, outer garments, etc.), any motor vehicle brought onto Greater Ottawa County United Way’s premises; (2) immediate dismissal from employment; and/or (3) civil and/or criminal legal action to the fullest extent permitted by law.

Prior to or immediately upon an employee’s separation from employment or a volunteer’s cessation of service with Greater Ottawa County United Way, whether voluntary or involuntary, the employee or volunteer shall leave with Greater Ottawa County United Way and deliver to Greater Ottawa County United Way all tangible trade secrets and confidential information as defined herein which are in the employee’s/volunteer’s possession and/or control before or at the time of the employee’s separation of employment or volunteer’s cessation of service. Former employees and volunteers who possess, use, disclose, convert, copy, duplicate, sell, transmit or transfer any of Greater Ottawa County United Way’s trade secrets or confidential information will be subject to civil and/or criminal legal action to the fullest extent permitted by law.

Employee and volunteer adherence to these standards of business law and ethics is vital to the continued success of Greater Ottawa County United Way.

Acknowledged by: Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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