

Confidentiality Policy for Employees, Members, Volunteers and Board Members

Respecting the privacy of our clients, donors, members, staff, volunteers and of the Satsang America, Inc. itself is a basic value of Satsang America, Inc. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Board of Satsang America. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, general members, volunteers and board members of Satsang America, Inc. may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Satsang America, Inc. that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

Certification

I have read Satsang America, Inc.'s policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform Secretary of Satsang America, Inc. immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary and/or legal action, up to and including termination of my service with Satsang America, Inc.

Signature of Board/Staff Member/General Member/Volunteer _____

Date _____ Name _____