



## **Homes First Society Confidentiality Policy**

Board, Committee, and Task Team Members shall not share confidential information in any way.

Any breach of confidentiality shall be referred to the next Board meeting (in camera) for discussion and decision.

Such breach of confidentiality may result in the member(s) removal from the Board, Committee, and/or Task Team.

### **Procedure:**

1. All Board, Committee, and Task Team Members shall sign a confidentiality form and will be bound by this declaration up to and including the time when they leave the Board.
2. The Board of Directors' Orientation material and all confidential documents in possession of Board, Committee, and Task Team Members, shall be destroyed upon the individual's resignation or completion of tenure.
3. Any breach of confidentiality shall be reported in confidence to the Board Chair as soon as possible.

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- Created on June 28, 2008.
  - Last revision approved on October 5, 2021.
  - Approved by HFS Governance and Nominating Committee on September 21, 2021; to be reviewed in 2026.
  - Approved by HFS Board of Directors on October 5, 2021.
  - This Policy applies to all Homes First Society Directors, Committee, and Task Team Members.