

Girl Scouts of Glowing Embers Council, Inc. Employee Confidentiality Agreement

During the course of my employment, I may learn, or become aware of, a variety of information related to Girl Scouts of Glowing Embers, Inc., that is regarding donors and staff that is proprietary. (Hereinafter Confidential Information). This Confidential Information is of great value and importance to the success of the Council's business and gives, or is intended to give, the Council an advantage over its competitors who do not have the information. In general terms, Confidential Information includes any information identified as private, including any information that is not expressly identified as Public or For Public Release. For example, all donor information, information relating to donor lists and agreements, personnel information, financial data, or proprietary computer programs or applications. The protection of this information is essential to the Council's continued success and growth in the community. For this reason, each employee has a vital interest and responsibility to see that Confidential Information is properly protected.

I understand it is my responsibility to maintain such information as Confidential during, and subsequent to, my employment with the Girl Scouts of Glowing Embers. I promise not to directly or indirectly use or disclose to any other person, business entity or organization the Confidential Information without prior written consent of an officer of the Council. I further promise to take all reasonable precautions to protect against the negligent or inadvertent disclosure of the Confidential Information to any other person, business entity or organization. If I do use or disclose any Confidential Information, I understand that my employment is subject to termination. I recognize that I may not copy confidential documents or recordings without authorization. I also recognize that all documents and recordings which embody or otherwise contain Confidential Information which I may produce or which may be given to me in connection with my employment, are the property of the Council and it shall be my obligation to deliver the same to an officer of the Council upon request and upon termination of my employment. I also understand that termination of my employment with the Council does not relieve me from any of the obligations of this Agreement. Should I have any questions as to whether information is Confidential, I promise to seek written approval from an officer of the Council prior to disclosing such information to anyone outside of the Council.

I further understand that, in the event that I violate any of the provisions of this Agreement, and if I cause Council dollar damages, the Council will have the right to ask me for repayment of those damages. In the event that the Council is compelled to file a legal action as a result of any breach of this Agreement on my part, I understand that it will be entitled to reimbursement from me of all reasonable costs and expenses incurred as a result of such filing, including reasonable attorney fees. I understand that the Council reserves all rights afforded it under the law in protecting its Confidential Information and in enforcing this Agreement.

Donor Bill of Rights

As a Development Officer for Girl Scouts, I understand that it is my responsibility to represent the council in the best possible light at all times. This includes my conduct both at work and in my personal life.

I also understand that philanthropy is an important social tool that improves our community, and as a professional fundraiser, it is my personal responsibility to protect philanthropy by conducting business in a manner that is at all times ethical, honest and straight forward.

I agree to abide by the Donor Bill of Rights as outlined by our profession (see attached) and by behavior that is considered unethical is grounds for termination of employment.

READ AND ACCEPTED BY:

Employee Name: _____

Signature: _____

Date: _____

ACCEPTED ON BEHALF OF GIRL SCOUTS OF GLOWING EMBERS, INC. BY:

Name: _____

Signature: _____

Date: _____