



Confidentiality Agreement

Pursuant to my employment or voluntary service with the YWCA Greater Harrisburg, I, _____, do affirm and agree to the ethical standards set forth below.

Confidential Information

During my period of association with the YWCA Greater Harrisburg it may be disclosed or caused to be disclosed to me, confidential information relating to client matters or services, personnel matters, fundraising or financial information. I recognize such information to be the property of the YWCA Greater Harrisburg and I agree to hold such information in trust solely for the YWCA Greater Harrisburg’s benefit. I agree not to disclose such information to those inside or outside of the YWCA Greater Harrisburg either during or after employment, without the written consent of an officer, manager and clients of the YWCA Greater Harrisburg.

Subsequent Employment and Termination of Employment

This agreement shall continue in any subsequent employment of me by the YWCA Greater Harrisburg. Upon leaving the YWCA Greater Harrisburg’s employ, I agree not to take with me, without first obtaining the written consent of a manager or officer of the YWCA Greater Harrisburg, any document or tangible evidence of information or data confidential or otherwise belonging to, or under the control of the YWCA Greater Harrisburg.

Confidential Information

I understand that any breach of this agreement is grounds for corrective action, up to and including immediate termination by the YWCA Greater Harrisburg.

Employee Name Date

Employee Signature

Witness’ Signature Date Witness’ Position