



SUBJECT: CONFIDENTIALITY

Purpose:

Confidentiality is a hallmark of professionalism for NAMI FC employees and board members:

1. Ensure that all information that is confidential or privileged or that is not publicly available is not disclosed inappropriately.
2. Ensure that all nonpublic information about other persons or organizations acquired by NAMI personnel in dealing with outside organizations on behalf of NAMI FC is treated as confidential and not disclosed.

Policy:

It is the policy of NAMI FC that board members and employees of NAMI FC may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with NAMI FC to any person, including relatives, friends and business and professional associates, other than to persons who have a legitimate need for such information and to whom NAMI FC has authorized disclosure. Board members and employees shall use confidential information solely for the purpose of performing services as a board member or employee for NAMI FC. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members and employees must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and airplanes, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, board members and employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speakerphones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of a board member's term in office or upon the termination of an employee's employment, he or she shall return, at the request of NAMI FC, all documents, papers, and other materials, regardless of medium, that may contain or be derived from confidential information in his or her possession.

**APPROVED BY THE
BOARD OF DIRECTORS:**