



HUNDRED NIGHTS INC.

Reaching for the Warmth of Home
Emergency Shelter & Open Doors Resource Center

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www.hundrednightsinc.org
Tax ID: 45-2798171

Confidentiality Policy *For Employees, Volunteers and Board Members*

Hundred Nights, Inc. takes seriously the trust and confidence placed in us by the people we serve, the donors who support us, and the staff and volunteers who are key parts of delivering our mission. We strive for a high standard of discretion and confidentiality in order to preserve that public trust.

Employees, volunteers and board members of Hundred Nights, Inc. are expected to demonstrate professionalism, discretion and good judgment in discussing any matters pertaining to confidential, privileged or personal information related to Hundred Nights, Inc. Confidential information may include, but is not limited to, names and identifying information relating to people served, private employee information, donor gifts and relationships, and other matters related to the organization deemed private. Special care should be taken to avoid inadvertent disclosures of confidential information, such as discussing confidential matters in a public place or leaving confidential documents open in plain view.

Staff and volunteers, including board members are expected to return privileged or confidential information when their formal relationship with the organization ends, either by separation from employment or when a person leaves the board or volunteer responsibility.

Unauthorized disclosure of confidential or privileged information is a serious breach of the public trust and confidence in our organization, and may result in disciplinary action, including severing the relationship with the organization, if the situation warrants.

Employee/Volunteer's Printed Name

Employee/Volunteer's Signature

Date

Adopted: 06/21/17

Updated: 04/08/2018

