



Ellen Meadows Prosthetic Hand Foundation (EMPHF) Board Member Confidentiality Agreement

As a member of the EMPHF Board of Directors, I understand that I will on occasion be in possession of confidential personnel or recipient related information. All such information, including but not limited to, information derived from applications, documents, correspondence, email and other electronic communications, telephone communications, and oral conversations disclosed during board meetings or by other communication, shall be restricted to those members of the board.

Any confidential materials received from another individual or agency, including all information kept on file for the governing board, advisory committee members, staff, volunteers, and donors may not be disclosed to anyone outside the organization's professional staff, except by court order or written consent of the party involved.

In order to encourage and foster open and candid discussion at board meetings, it is the policy of EMPHF that each board member keep confidential any and all information relating to discussions at its meetings, including any and all materials, unless compelled by legal process to disclose such information, or as otherwise agreed by the board.

In order to protect such information, I acknowledge and agree to keep all information confidential.

I understand and accept this promise of confidentiality as a condition of my appointment to and service on the EMPHF Board of Directors. I understand that any violation of the conditions of this confidentiality agreement may result in immediate dismissal from the board, as well as other appropriate sanctions. In addition, I acknowledge and understand that the disclosure of confidential personnel information can be considered a violation of law.

Upon reading this Confidentiality Agreement, I hereby sign and agree to accept a position on the EMPHF Board of Directors.

Mr. Lain Hensley, EMPHF President

Print Name



Signature

May 18, 2023

Date

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