

**Non-disclosure of Confidential Information Policy  
for the Fibrous Dysplasia Foundation**

Any information that an employee, volunteer, or member of the board of directors learns about the Fibrous Dysplasia Foundation or its members or donors, as a result of working for the Fibrous Dysplasia Foundation that is not otherwise publicly available constitutes confidential information. Employees, board members, and volunteers may not disclose confidential information to anyone who is not employed by the Fibrous Dysplasia Foundation or to other persons employed by the Fibrous Dysplasia Foundation who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information is vital to the interests and the success of the Fibrous Dysplasia Foundation. The disclosure, distribution, electronic transmission or copying of the Fibrous Dysplasia Foundation's confidential information is prohibited. Such information includes, but is not limited to the following examples:

- Compensation data.
- Program and financial information, including information related to donors, and pending projects and proposals.
- Medical information relating to individual members.

Employees and volunteers are required to sign a non-disclosure agreement as a condition of employment or board membership. Any employee or board member who discloses confidential Fibrous Dysplasia Foundation information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

**CONFIDENTIALITY POLICY AND PLEDGE**

Any information that an employee learns about the Fibrous Dysplasia Foundation, or its members or donors, as a result of working for the Fibrous Dysplasia Foundation that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by the Fibrous Dysplasia Foundation or to other persons employed by the Fibrous Dysplasia Foundation who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of the Fibrous Dysplasia Foundation's confidential information is prohibited. Any employee, volunteer or board member who discloses confidential information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Please sign and return to the Secretary of the Board of Directors.**