



Confidentiality Policy

I, the undersigned, in consideration of my relationship with Baby Wipez. hereby agree to the following Confidentiality Agreement.

I understand that I may be given access to confidential and/or proprietary information to the extent necessary in order to perform my duties as a (board member, employee, or volunteer) of BABY WIPEZ. I shall not, at any time either during or subsequent to my engagement with BABY WIPEZ, make unauthorized disclosures or unauthorized use of any information that is considered to be proprietary or confidential by BABY WIPEZ. Proprietary information includes, but is not limited to, all information, data, reports, analyses, processes, know-how, designs, plans, marketing data, business plans and strategies, negotiations and contracts, research, and volunteer, donor or vendor lists, compilations, trade secrets, and confidential information, whether in written, oral or electronic form. Confidential information includes, but is not limited to, any personal information of any BABY WIPEZ employee, volunteer, agency partner, or donor, whether in written, oral or electronic form.

All records and information relating to BABY WIPEZ are confidential and I will treat all matters accordingly. This includes any information protected under any applicable state or federal privacy law. No BABY WIPEZ -related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of BABY WIPEZ) may be removed from BABY WIPEZ premises without permission from my supervisor. Additionally, the contents of BABY WIPEZ's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for an authorized business purpose and/or required by law. I will not disclose any confidential information, purposefully or inadvertently (through casual conversation), to any unauthorized person inside or outside BABY WIPEZ. If I am unsure about the confidential nature of specific information, I will ask my supervisor for clarification before disclosing information.

Proprietary information and trade secrets are created at substantial cost and expense to BABY WIPEZ. Unauthorized use or disclosure of this information would cause irreparable injury to BABY WIPEZ.

I agree that monetary damages would not be a sufficient remedy for any breach of this agreement by me, and that, in addition to all other remedies, BABY WIPEZ shall be entitled to seek (a) specific performance and (b) injunctive or other equitable relief as a remedy for any such breach, and I further agree to waive any requirement for any bond in connection with such remedy.

When I leave BABY WIPEZ, I will return all BABY WIPEZ -related information and property that I have in my possession, including without limitation documents, files, records, manuals, information stored on a personal computer, personal data assistant or computer disk, supplies, and equipment or office supplies.

Executed this ____ day of _____, 20__.

Signature Date Director Date

Disclosure: Document provided by OneOC, www.oneoc.org/resources 12/12/2013