

CANINESM CONCIERGE

ON-DEMAND SMILE DELIVERY



Confidentiality Statement for Independent Contractors and Volunteers

It is the policy of Canine Concierge Corporation that independent contractors and volunteers of Canine Concierge Corporation will not disclose confidential information belonging to, or obtained through their affiliation with, Canine Concierge Corporation to any person, including their relatives, friends, and business and professional associates, unless Canine Concierge Corporation has authorized disclosure. This policy is not intended to prevent disclosure where the law requires disclosure.

Confidentiality is the preservation of privileged information. Independent contractors and other volunteers are cautioned to demonstrate professionalism and good judgment and always care in handling any information related to Canine Concierge Corporation to avoid unauthorized or improper disclosures of confidential information.

While independent contractors and volunteers are expected and encouraged to discuss the organization with one another and the targeted public, they shall not report opinions expressed in meetings, nor shall they report independently on Canine Concierge Corporation action or engage in any communication that the Director has not approved or his policy, procedures, or decisions would not support that.

At the end of the independent contractor's or volunteer's term or upon his/her retirement, resignation, or removal from Canine Concierge Corporation, he/she shall return, at Canine Concierge Corporation's request, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his/her possession.

Independent contractors and volunteers are expected to refrain from using trade secrets, client lists, or other confidential information acquired by being on the board or committee, even after they complete their service with Canine Concierge Corporation.

Certification

I have read **Canine Concierge Corporation's complete policy on confidentiality** and the Statement of Confidentiality presented above. I agree to abide by the requirements of the procedure and this statement and to inform the Director immediately if I believe any violation (unintentional or otherwise) of the policy or this statement has occurred.

Signature _____ Name _____ Date _____

Approved by the Director on _____

Signed: _____

Michael Stokes, Director
Canine Concierge Corporation
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Herndon, VA 20171
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Attachment: Canine Concierge Corporation's Full Confidentiality Policy can be found in the organization's HR Policies, Employee Handbook, and other documents.

