

T&E CARE CONFIDENTIALITY POLICY

GUIDELINES FOR VOLUNTEERS:

Volunteers play an important role in the work of Tredyffrin & Easttown Care. The assistance and support they offer to the Organization and its clients is invaluable and their contributions are part of what make T & E Care work. The following guidelines have been developed to assist you in serving in this unique function. Offering to volunteer with T&E Care assumes your understanding and agreement with these guidelines.

CONFIDENTIALITY:

Information you may see or hear can affect the lives and futures of T&E Care clients and their families. Volunteers must respect the privacy of this information and maintain the same in strict confidence.

RELATIONS WITH T&E CARE CLIENTS:

Volunteers are viewed by T&E Care clients as representatives of T&E Care and are perceived by clients as authority figures. When clients raise issues of a personal or controversial nature, volunteers are placed in a difficult position. While working in a volunteer capacity for T & E Care, however, volunteers must refrain from debating, discussing or imposing their opinions on clients on personal or controversial issues.

SPECIAL CIRCUMSTANCES:

In some instances volunteers may be asked to sign a Confidential Disclosure Agreement Form. This is due to the extensive access that the volunteer may have to confidential information and is intended to serve as a reminder of his/her obligation to maintain the confidentiality of this information. Please note that the directors and officers of T&E Care are required by law to maintain such confidentiality; this is not necessarily the case with volunteers. Accordingly, when the volunteer has extensive access to confidential information but is not an officer or director, T&E Care may require execution of a Confidential Information Agreement to specify what his/her obligations are with respect to the information received.

Adopted 6/12/12