

## Confidentiality Policy for Employees, Volunteers and Host Families

Respecting the privacy of our clients, staff, volunteers, host families and schools is a basic value of Guardians International Support (GIS). Any personal and / or information are confidential and should not be disclosed or discussed with anyone without permission or authorization from the Managing Director.

Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers and host families of GIS may be exposed to information which is confidential and/or privileged and sensitive in nature. It is the policy of GIS that such information must be kept confidential both during and after employment or volunteer service.

Staffs, volunteers and host families, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

Any disciplinary action will be taken in line with the GIS Disciplinary Procedure 2016.