



Confidentiality Agreement

...for international workers and volunteer workers
of Home Church and Home of Hope



I hereby take an oath of confidentiality concerning any confidential information seen or heard by myself during my employment or volunteer duties with Home Church or Home of Hope. Any information concerning an employee, volunteer, someone who attends Home Church, or any other person will be kept in strictest confidence and will not be discussed with anyone, either inside or outside of the church, either during or following my employment.

If using a church computer, I agree not to transfer any church files to my personal computer, except with written authorization from the International Director or Operations Manager of HOH. If using my personal computer, at the end of my employment or duties, I will give all church related files to my replacement or the Operations Manager and will permanently delete copies on my computer.

I understand that I cannot provide personal information about any staff member or church member to outside parties. If volunteers need contact information to do calling on behalf of the church, the information must be returned at the end of their task.

The Home Church definition of confidential information: Home Church and Home of Hope internal procedures and nonpublic information, financial information, private and personal information about the people that serve on team or any people we serve.

Violating this agreement will initiate disciplinary measures, which may include:

1. a verbal warning,
2. a written warning,
3. probation or suspension,
4. immediate dismissal.

In the event that you uncover a violation of anything in our Code of Conduct or Financial Agreement, or anything out of order Biblically, you must report it immediately to the International Director. Private confidential reporting to the proper authority is required and will be handled with care. We adhere to the Biblical way of dealing with issues. Matt. 18:15-17 – go to the person alone, if they don't hear you, take another witness, deal with the issue, don't hide sin.

This agreement needs to be reviewed and signed annually.

Signed at: _____ Date: _____
town/city country month day year

Name: _____
print name clearly Signature

Witness: _____
print name clearly Signature