

CONFIDENTIALITY AGREEMENT

AGREEMENT

Malama i na Honu wishes to protect its confidential information. Volunteers, officers, directors, agents, representatives and Malama i na Honu are entering into this Confidentiality Agreement ("Agreement") to provide such protection to the organization upon the terms and conditions outlined in this Agreement. In consideration of the foregoing and the mutual agreements herein contained, the Parties agree as follows:

Member information shall be kept strictly confidential. Only those authorized personnel directly responsible for services to the member shall discuss or have access to this information. Care shall be exercised to be certain that unauthorized individuals do not overhear discussion of confidential information.

Volunteers, officers, directors, agents, and representatives of Malama i na Honu understand and agree that during their volunteerism, they may obtain information, be granted access to the system(s), and documents that are confidential and or privileged and proprietary in nature and which must be kept confidential both during and after their term of volunteerism. As such, all volunteers are required to return any such documents containing privileged or confidential information at the time of the termination or expiration of service.

All files, documents, and working papers of Malama i na Honu are the property of the organization. Any Volunteers, officers, directors, agents, representatives who purposely, or through a failure to exercise reasonable care, cause confidential information to be disclosed will be subject to disciplinary action, up to and including termination. The obligation to keep information confidential continues after a volunteer, officer, director, agent, and or representative ceases affiliated with Malama i na Honu.

Volunteers, officers, directors, agents, representatives are not permitted to share confidential information with anyone outside the organization or to remove or make copies of any of Malama i na Honu records, reports, or documents in any form without prior director approval. Disclosure of confidential information may lead to disciplinary action, which may include termination, as well as other possible legal action.

Other than information published in the annual report, newsletter, or Malama i na Honu publication, all information concerning a donor's fund shall remain confidential unless approved by the donor. This includes information on the amount and types of grants, the amount of the fund, and other such information.

STATEMENT OF UNDERSTANDING AND AGREEMENT

I am aware that confidential information will be made available to me during my volunteerism. Further, I understand that this information is proprietary and critical to the success of Malama i na Honu and may not be distributed or used outside of Malama i na Honu premises or with non- Malama i na Honu individuals. In the event of my termination, whether voluntary or

involuntarily, I hereby agree that I will not utilize or exploit this information for my own personal gain or share it with any other individual, nonprofit agency, or company. Additionally, credentials to any system(s) that I am granted access to will not be shared with other volunteers.

Date:

Print Name

Signature