

Journey of Hope Botswana Confidentiality Policy

EMPLOYEES, VOLUNTEERS AND BOARD MEMBERS

Core Principle

A basic value of the organisation is respect for the privacy of our sponsors, staff, volunteers, the public and the Journey of Hope Botswana itself.

Guidelines

- Personal and financial information is confidential and should not be disclosed or discussed with anyone without the permission or authorisation of the chairperson.
- Care shall also be taken to ensure unauthorised people 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 board members of Journey of Hope Botswana may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Journey of Hope Botswana that such information must be kept confidential both during and after employment or volunteer service.
- Staff and volunteers, including board members, are expected to return material containing privileged or confidential information at the time of separation from employment or expiry of service.
- Unauthorised disclosure of confidential or privileged information is a serious violation. The organisation will subject anyone who has made an unauthorised disclosure to appropriate discipline, including removal/dismissal.