



BOARD OF DIRECTORS CONFIDENTIALITY POLICY

The Board of Directors acknowledges and understands that its members owe a duty of loyalty to Forge Evolution. Included in the duty of loyalty is a duty of confidentiality regarding certain information. Therefore, each Director must read and sign the Board of Directors Confidentiality Policy at time of initial election, and annually thereafter.

Personal Information: As a result of its mission, Forge Evolution possesses substantial personal information regarding its participants. This information is confidential and is protected by professional ethics and state and federal law. As a Director, I understand that all information pertaining to clients, particularly their names, is to be kept confidential during the tenure of my board membership and after its completion. I agree to comply with Forge Evolution's policies on confidentiality and release of information.

Proprietary Information: Proprietary information, such as business plans, strategic plans and trade secrets that may give Forge Evolution a competitive advantage is confidential, and its release would be a breach of a Director's duty of loyalty.

Sensitive Information: Sensitive information is information that, the dissemination of which, would inhibit free, open and candid debate of issues at board meetings. Sensitive information may also include personal information a Director may share with the Board but does not expect or desire to be spoken outside of the Board setting.

Directors may refer questions to the Vice Chair for further information.

***Policy approved by the Forge Evolution Board of Directors on
June 21, 2021.***

By signing, I agree that I have read the Board of Directors Confidentiality Policy and will uphold the requirements provided herein.

Director's signature

Director's name (please print)

Date



EMPLOYEE CONFIDENTIALITY POLICY

Employees of Forge Evolution have access to confidential information. Therefore, each employee must read and sign the Employee Confidentiality Policy at time of initial employment, and annually thereafter.

Confidential information includes, but is not limited to, information concerning:

- Counseling information
- Participant information
- Legal information
- Health or medical information about any participant or employee
- Compensation and other sensitive personnel information
- Donation, budget, grant, or other financial information
- Strategic plans

Disclosure of confidential information will not be tolerated. Disclosure of confidential information in any manner must be authorized by the Executive Director. Confidential information remains the property of the employer and must be returned to Forge Evolution upon separation or at any time upon demand.

***Policy approved by the Forge Evolution Board of Directors on
June 21, 2021.***

By signing, I agree that I have read the Employee Confidentiality Policy and will uphold the requirements provided herein.

Employee signature

Employee name (please print)

Date

FORGE EVOLUTION

OATH OF CONFIDENTIALITY

I hereby affirm that:

- I understand the confidential nature of information, including but not limited to files and records, that I receive from Forge Evolution.
- I will not make copies of files and records or allow others to have access to the files and records without consent of an employee or director of Forge Evolution.
- I will not distribute or use any confidential information which comes to my knowledge in the course of my involvement in Forge Evolution.
- I will return to Forge Evolution all files and records after completion of the program in which I am involved.

***Approved by the Forge Evolution Board of Directors on
June 21, 2021.***

By signing, I agree that I have read the Oath of Confidentiality and will uphold the requirements provided herein.

Participant signature

Participant name (please print)

Date