SELKIRK & DISTRICT COMMUNITY FOUNDATION INC.

Confidentiality Policy

This policy is designed to demonstrate the Foundation's obligation to model high standards of accountability. Respect for confidentiality is the cornerstone of trust and confidence. Confidentiality means that Directors and staff may not relate such matters to anyone including immediate family members. There is an expectation that the duty of confidentiality will be upheld after the Director or staff has left the Foundation.

Board members, non board members on sub-committees and staff will be required:

- to respect the confidentiality of a donor's name, level of gift and personal circumstances of the donor,
- to hold in strictest confidence all matters dealt with by the Board during meetings and matters related to personnel and property,
- to sign the code of conduct and confidentiality statement upon appointment to the Board of Directors or to a sub-committee or hired as staff to indicate their agreement to the confidentiality policy of the Foundation.

Board members and staff will agree to the oath of office upon joining the Selkirk & District Community Foundation.

The oath of office will include the following:

- exercise powers of the office and fulfill responsibilities in good faith and in the best interests of the Foundation;
- exercise these responsibilities with due diligence, care and skill in a prudent manner;
- respect and support the Foundation's bylaws, policies, code of conduct and decisions of the Board;
- keep confidential all information learned about donors, grantees, personnel, financial and any other matters specifically determined by Board motion to be matters of confidence including matters dealt with during meetings of the Board;
- conduct self in spirit of collegiality and respect for the collective decisions of the Board and subordinate personal interests to the best interests of the Foundation;
- declare immediately any personal conflict of interest that may come to their attention.

In addition, the oath will also include a statement that the Board Member will resign, or may be asked to resign by the Foundation's Chairperson, from the office of Board Member, if the oath of office is breached.

The Foundation supports the naming of a fund as anonymous. In all other circumstances the personal and identifying circumstances of a donor will remain confidential. Similarly, the circumstances regarding grant distributions will remain confidential.

Implementation

The code of conduct and confidentiality statement will be signed and dated by the Board Member (s), non-board sub-committee member (s) and staff.

The oath of office by Board Members will be signed and dated by the Board Member (s), non-board sub-committee member (s) and staff.

This policy is to be reviewed every three years.

ADOPTED at a meeting of the Board of Directors of the Foundation:

DATE: February 8, 2022

Chair _____ Shauna Curtin

Secretary _____ Greg Dewar