



In the Name of Allah, The Most Beneficent, Most Merciful

Islamic Foundation North

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Confidentiality Statement for BOT, EC and Committee Members

It is the policy of IFN that BOT, EC and committee members of IFN will not disclose confidential information belonging to, or obtained through their affiliation with, IFN to any person, including their relatives, friends, and business and professional associates, unless IFN has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Confidentiality is the preservation of privileged information. BOT members, EC members and other volunteers are cautioned to demonstrate professionalism, good judgment, and care at all times in handling any information related to IFN to avoid unauthorized or improper disclosures of confidential information.

While BOT, EC and committee members are expected and encouraged to discuss the organization with one another and targeted publics, they shall not report opinions expressed in meetings, nor shall they report independently on committee action, or engage in any communication that has not been approved by the BOT or EC or that would not be supported by IFN policies, procedures, or decisions.

At the end of the BOT, EC or committee member's term or upon his/her retirement, resignation or removal from the BOT, EC or committee, he/she shall return, at IFN's request, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his/her possession.

It is expected that BOT, EC and committee members will not use trade secrets, client lists, or other confidential information acquired by virtue of being on the board or committee, even after they complete their service with IFN.

Certification

I have read IFN's complete policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and this statement and to inform the BOT Chairman immediately if I believe any violation (unintentional or otherwise) of the policy or this statement has occurred.

Signature _____ Name _____
Date _____