



**EMPLOYEE & VOLUNTEER
CONFIDENTIALITY AGREEMENT**

- (a) You recognize that in the performance of your duties you will acquire detailed and confidential knowledge of HV's operations and other confidential information and documents including, but not limited to, information and documents that constitute information about HV's finances, costs or profits; information about HV's business relationships and clients; and information about markets and HV's current plans and strategies, together, referred to as "Confidential Information".
- (b) You agree that you will safeguard the Confidential Information, and will not in any way, including through social media, use, divulge, furnish or make accessible to any person, other than in the fulfillment of your duties to HV, or as required by law, either during your employment/volunteer role or at any time thereafter, any Confidential Information which is acquired by you in the course of your employment with HV. These obligations will not be applicable to the extent that information is in the public domain at the time of its disclosure through no breach by you of this Agreement.
- (c) Any breach of these terms shall be grounds for up to and including termination for cause or resignation of volunteer position. Additionally, you also agree and understand that any disclosure or use made of Confidential Information, other than within the terms contemplated in this Agreement, may cause irreparable harm and damage to HV as a result of which HV may, at its option, pursue any and all remedies at law or in equity to which it may be entitled as a result of any such disclosure or use.
- (d) In performing your duties for HV, you must not use or disclose any confidential or proprietary information belonging to another entity that you are not authorized to use or disclose.

Employee/Volunteer Signature

Date

Hospice Vaughan Staff Signature

Date