



Policy Type:	Governance	Creation Date:	April 27,2012
Section: Leadership Team	G-LT108	Page 1 of 1	
		Last Updated:	February 2023
Policy Title:	Statement of Confidentiality	Next Review Date:	February 2024

Policy

Network members are required to sign a Statement of Confidentiality when appointed to the Leadership Team. All business within the Network and conducted during Leadership Team meetings falls under the purview of this Oath of Confidentiality.

Procedure

1. Current Leadership team members shall at the first scheduled meeting of the Leadership team following the Annual General Meeting renew their Statement of confidentiality by signing and dating the form.
2. Any new member of the Leadership Team shall be required to sign and date the Statement of confidentiality at the first participatory Leadership Team meeting.
3. The Chairperson shall ensure that all completed copies of the Statement of confidentiality are placed in a secure digital.. Documents will be retained by the Executive Director.
4. In the event of a breach of confidentiality the Chairperson shall ensure:
 - The breach of confidentiality is investigated and documented
 - if deemed to be valid:
 - The investigation will be documented and held in confidence.
 - The details of the breach of confidentiality are clarified and appropriate actions ranging from a formal reprimand up to and including dismissal are recommendations to the Executive Committee.
 - The Executive Committee shall review the recommendations and determine what actions are to be taken.



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- The Chairperson for the Leadership Team shall communicate the decision to the individual and provide follow up report to the Executive Committee.
- The Chairperson will inform the individual of the Grievance and Conflict Resolution procedures.