



Together Always

## ASSOCIATES OF VIETNAM VETERANS OF AMERICA

### CONFIDENTIALITY POLICY AGREEMENT

As the result of being a director, officer, committee or task force chair, or member or special advisor, employee, or agent of Associates of Vietnam Veterans of America, Inc. (AVVA), or other person authorized by AVVA to participate in AVVA matters, including confidential information, I understand that I either have had or may have access to confidential AVVA matters, including confidential information, records, documents, computer files, verbal communications or e-mails properly designated confidential in the subject line.

By my signature below, I acknowledge that I have received, read, and understood a copy of the document entitled "Administrative: Confidentiality." (*P&P sec: 6.III*)

Therefore, I agree to hold all confidential AVVA matters in strictest confidence in compliance with the policy and the law. I further agree not to disclose any confidential AVVA information, records, documents, computer files, verbal communications or e-mails properly designated confidential in the subject line, or knowledge of confidential AVVA matters to any persons not authorized by AVVA to receive it until there has been public disclosure or unless the information becomes a matter of public or common knowledge. I will not use, appropriate, reproduce, or disclose any such information to any third party unless required by law or authorized to do so by AVVA.

I acknowledge that any breach of confidentiality by me may result in consequences including, but not limited to, disciplinary action in accordance with the AVVA National Disciplinary Code, which may include removal from office.

(REF: P&P Manual Sec 6.III, page 3)

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Name (Print)

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Signature

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Date