



DREAMS of Wilmington, Inc.  
Employee Confidentiality Policy

It is the policy of DREAMS of Wilmington, Inc. that board and emeritus council members and employees will not disclose confidential information belonging to, or obtained through their affiliation with DREAMS to any person, including their relatives, friends, and business and professional associates, unless DREAMS has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members, emeritus council members, volunteers and employees are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents, computer or device screens in plain view. Upon separation of employment and at the end of a board or emeritus council member or employee's term, he or she shall return, all documents, papers, and other materials, that may contain confidential information. Failure to adhere to this policy will result in discipline, up to and including separation of service or employment with DREAMS of Wilmington, Inc.

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Signature of Employee

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Printed Name

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Date