



Confidentiality Agreement - Volunteers

WOMEN'S
BEAN PROJECT™

I, the under signed, in consideration of my participation as a volunteer with Women's Bean Project, hereby agree to the following Confidentiality Agreement.

I understand that I may be given access to confidential and/or proprietary information to the extent necessary in order to perform my duties as a volunteer with Women's Bean Project. I shall not, at any time either during or subsequent to this participation with Women's Bean Project, make unauthorized disclosures or unauthorized use of any information that is considered proprietary or confidential by Women's Bean Project. Proprietary information includes, but is not limited to, all information, data, reports, analyses, processes, know-how, designs, plans, marketing data, business plans and strategies, negotiations and contracts, research, and volunteer, donor or vendor lists, compilations, trade secrets, and confidential information, whether in written, oral or electronic form. Confidential information includes, but is not limited to, any personal information of any Women's Bean Project employee, volunteer, agency partner, or donor, whether in written, oral or electronic form.

All employer records and information relating to Women's Bean Project or its volunteers, agency partners, and donors are confidential and I will treat all matters accordingly. This includes any information protected under any applicable state or federal privacy law. No Women's Bean Project-related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of Women's Bean Project) may be removed from Women's Bean Project premises without permission from Women's Bean Project staff. Additionally, the contents of Women's Bean Project's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for an authorized business purpose and/or required by law. I will not disclose any confidential information, purposefully or inadvertently (through casual conversation), to any unauthorized person inside or outside Women's Bean Project. If I am unsure about the confidential nature of specific information, or whether specific information may be protected under state or federal law, I will ask the Women's Bean Project staff member supervising my actions as a project for clarification before disclosing the information.

Proprietary information and trade secrets are created at substantial cost and expense to Women's Bean Project. Unauthorized use or disclosure of confidential or proprietary information would cause irreparable injury to Women's Bean Project. I agree that monetary damages would not be a sufficient remedy for any breach of this agreement by me, and that, in addition to all other remedies, Women's Bean Project shall be entitled to seek (a) specific performance and (b) injunctive or other equitable relief as a remedy for any such breach, and I further agree to waive any requirement for any bond in connection with such remedy.

When I cease my participation as a volunteer with Women's Bean Project, I will return all Women's Bean Project-related information and property that I have in my possession, including without limitation documents, files, records, manuals, information stored on a personal computer, personal data assistant or computer disk, supplies, and equipment or office supplies.

Volunteers Signature

Date

Supervisor Signature

Date