



**Indiana State University Foundation
Confidentiality Statement**

The successful operation and the reputation of the Indiana State University Foundation are built upon the principles of fair dealing and ethical conduct by our employees and volunteers. The Foundation's reputation for integrity and excellence requires careful observance of the spirit and the letter of all applicable laws and regulations, as well as a scrupulous regard for high standards of conduct and personal integrity.

The continued success of the Foundation is dependent upon our stakeholders' and donors' trust. The Foundation is dedicated to preserving that trust. Foundation and university employees, along with volunteers have an obligation to the Foundation, its donors, and its other stakeholders to act in a way that will merit their continued trust and confidence and the trust and confidence of the general public.

All data and information that comes through the Foundation offices or is located on the Foundation database is confidential. Information is not to be shared with others, including other offices of the University that do not have privileges to it and others outside of the Foundation and University, including family and friends. A violation can result in an immediate loss of rights to information and further action may be taken based on the severity of the infraction.

If a situation arises, where it is difficult to determine the proper course of action, the matter should be discussed openly with the department leadership in which you are receiving the information and, if necessary, the Chairman of the Foundation's Audit Committee for advice and consultation.

Compliance with this confidentiality document is the responsibility of each Indiana State University Foundation employee, volunteer, and those University employees who have access to the above mentioned Foundation information. Disregarding or failing to comply with these will result in sanctions ranging from a written warning to termination of duties associated with the Foundation. Necessary sanctions will be determined and enforced by the appropriate Vice President, President or the Foundation Board Executive Council.

I, _____, have read the above statements and agree to comply with them to the best of my ability. I acknowledge the policies that I must follow related to the use of the information that comes through the Foundation or is found within the Indiana State University Foundation database. I understand that any breach of the policies could result in various sanctions, including immediate termination.

(Name)

(Date)