

CONFIDENTIALITY AGREEMENT



Thank you for working with us – it's people like you that make Home Base Ranch a success!

As a volunteer, mentor, staff member, consultant, parent, sibling, or visitor, you may overhear our mentees' personal information, which can be delivered in many formats. Documents, behaviors, off-line discussions about our mentees' concerns, problems or solutions all fall under 'personal information'.

It is our mandate to provide a safe space for all of our mentees.

We are entrusted with details of their lives that are theirs ALONE.
This means that we have a very stringent policy of confidentiality.

Home Base Ranch, Inc. expects that any and all of the following information is not to be shared with anyone other than Home Base Ranch staff. By signing this document, you agree not to discuss any of the below with anyone, including another volunteer, mentee, co-worker, visitor, sibling, parent, family members, offspring, etc.

1. **Documented information**, including birthdates, addresses, health issues, notes, even attendance information – is not yours to share.
2. **Spoken information**, including anything shared at the group level: feelings, thoughts, concerns, celebrations, staff discussions – is not yours to share.
3. **Behavioral information**, including conflicts, disciplinary actions, referrals, phone calls to parents, mentee interactions, even a positive case study – is not yours to share.

I agree to maintain strict confidentiality as outlined above. If uncertain, I will check with Home Base Ranch staff before sharing ANYTHING about mentees.

Signature _____

Printed Name _____ Date _____