

EAST BAY FOOD PANTRY, INC.

CONFIDENTIALITY and CONDUCT AGREEMENT

I, _____, have been offered the opportunity to serve the East Bay Food Pantry, Inc. (“Food Pantry or EBFP, Inc”) as a _____. I understand that my relationship with the Food Pantry may result in my meeting, or otherwise gaining knowledge of the identity of, individuals using the Food Pantry services. Due to the fact that some individuals may be sensitive to the financial circumstances which causes them to need the services of the Food Pantry, it is essential that I never disclose the identity of such individuals with any other parties, including other employees of the Food Pantry, unless such disclosure is required to discharge my duty to service the needs of the individual, or as otherwise required in accordance with State or Federal law.

I also hereby agree to conduct myself as a professional at all times; including, but not limited to the following: offering consistently warm and friendly customer service, respect for my colleagues and supervisor(s), and always conducting myself appropriately as a representative of EBFP, Inc.

Accordingly, I hereby agree to strictly maintain the confidentiality of all individuals serviced by the Food Pantry. Furthermore, I understand that breaching the confidentiality of those serviced by the Food Pantry and/or failing to conduct myself as a professional at EBFP may result in immediate termination of my relationship with the Food Pantry.

Signed by, _____ Date _____

Printed name:

Witnessed by: