



Charlottesville-Albemarle SPCA Confidentiality Agreement

This Confidentiality Agreement is entered into as of the date of the last signature of affixed hereto, by and between the CHARLOTTESVILLE- ALBEMARLE SPCA (hereinafter “CASPCA” or “the ORGANIZATION”) and _____ (hereinafter “Employee or Volunteer”).

In consideration of the mutual promises and covenants set forth herein, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the organization and Employee or Volunteer hereby agrees as follows:

- 1) The Organization employs the Employee as an at-will employee as an at-will employee and either CASPCA or the Employee may dissolve this at-will employment relationship at any time with or without cause or notice.
- 2) The Volunteer works without pay for the Organization at his or her choice for the benefit of the Organization and to further the mission of the CASPCA.
- 3) Employee or Volunteer is subject to all Organization rules as outlined in current CASPCA policies, employee handbook, volunteer manuals, and any other procedures.
- 4) Employee or Volunteer agrees s/he owes duties of loyalty and confidentiality to the Organization at all times during his or her employment or volunteer work and following the conclusion of her or his employment or volunteer work, whether voluntary or involuntary, and agrees to hold in the strictest confidence any Confidential Information (as defined below) of which s/he has knowledge. Employee or Volunteer agrees that s/he will not use any such Confidential Information for his or her own benefit or to the detriment of the Organization and/or its Board of Directors and/or Officers during his or her work with the Organization or anytime thereafter. Unless required by law, Employee or Volunteer agrees not to disclose Confidential Information without express written authorization by the Executive Director or the Director of Operations to anyone

other than the following people who are permitted access to Confidential Information.

- a) Other Employees or Volunteers of the Organization who also have access to such information.
 - b) Current members of the Board of Directors; and/or
 - c) Consultants to the Organization, as directed by the Executive Director or the Director of Operations
- 5) “Confidential Information” shall mean any information, including but not limited to, internal CSPCA activities, proprietary Organization information, donor lists and projects, customer lists and projects, data of any kind, animal care techniques, vendor lists, operating methods, trade secrets, costing, pricing and financial data, financial statements and projections, project results and tests, Organization business plans and proposals, data and information the Organization receives in confidence from any other party, personnel matters, or any confidential matters of the organization.

IN WITNESS WHERE OF, the Organization and Employee or Volunteer have executed and delivered this Confidentiality Agreement as of the date written below.

EMPLOYEE or VOLUNTEER

CHARLOTTESVILLE-ALBEMARLE SPCA

By: _____
Signature

By: _____
Signature on behalf of the CASPCA

Name: _____
(please print clearly)

Name: _____
(please print clearly)

Date: _____

Date: _____