

### CONFIDENTIALITY AGREEMENT

**To:** All IRIS Volunteers and Staff

**From:** Chris George, Executive Director 

**Re:** Access to Refugee Client Records and Information

Your work at Integrated Refugee & Immigrant Services (IRIS) will involve access to names and other information regarding IRIS clients.

IRIS adheres to the highest standards of confidentiality in the management of client information. This means that:

- Your knowledge of names of IRIS clients or your possession of any other information about IRIS clients is to be shared with absolutely no one outside of the agency unless required by law to do so.
- Discussion of client-related information within the agency and cosponsor partner organizations is to be limited to what is necessary and appropriate to the completion of work assignments and other client-centered tasks.
- Information shared with any community organization outside IRIS and its cosponsor partner organizations is to be limited to information on bio-data as needed.

Violation of confidentiality will be viewed very seriously.

*By signing below you verify that you have read and understood the information presented above.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

*Please turn over to read and sign to acknowledge understanding of the IASC Six Core Principles Relating to Sexual Exploitation and Abuse*

## IASC Six Core Principles Relating to Sexual Exploitation and Abuse

1. Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of both employment and the right to participate in IRIS programming and initiatives.
2. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defense.
3. Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading, or exploitative behavior is prohibited. This includes exchange of assistance that is due to beneficiaries.
4. Sexual relationships between humanitarian workers and beneficiaries are strongly discouraged since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work.
5. Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, he or she must report such concerns via established agency reporting mechanisms.
6. Humanitarian workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

I acknowledge that I have read and understand the **IASC Six Core Principles Relating to Sexual Exploitation and Abuse**, have received a copy of this policy and agree to comply with the policy. *I understand that agreeing to comply with this policy is a condition of employment and/or participation in volunteer activities at IRIS. I understand that violating this policy may result in disciplinary action, suspension and/or termination of employment and/or the right to participate in IRIS programming and initiatives.*

Date

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Employee/  
Volunteer Signature

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Print Name

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