

**CONFIDENTIALITY/INTEGRITY POLICY  
OF  
LZ-GRACE WARRIOR RETREAT FOUNDATION**

Maintaining the integrity of LZ-Grace and respecting the privacy of our transitioning military personnel and their families, donors, employees, staff, volunteers and of LZ-Grace Warrior Retreat Foundation itself are basic values of LZ-Grace Warrior Retreat Foundation.

Employees and volunteers must maintain as confidential all information concerning our transitioning military personnel and their families and this site, including, but not limited to their names, addresses, telephone numbers and other contact information, records relating to such military personnel and their families, the address and location of these facilities; all personal information about our employees, staff and volunteers; and our confidential, proprietary and other information and materials, including, but not limited it, business plans, processes, financial data and records and other business information and records (collectively, “Confidential Information”). **No photography is allowed.** Generally available information, as well as policy statements and statistical material provided to the public and not identified with any particular transitioning military personnel or their families are not considered confidential.

By executing this Confidentiality Policy, you acknowledge and agree that you will hold all Confidential Information in strict confidence and you will not use or disclose Confidential Information to any third party. To the extent you receive or maintain any Confidential Information, you must return all such Confidential Information, including all copies thereof, at the time of separation from employment or volunteer service at expiration of service.

Unauthorized use and disclosure of Confidential Information is a serious violation of this Confidentiality Policy. Failure to maintain the confidentiality of the Confidential Information may result in termination of your volunteer status, employment or engagement, or other corrective action. LZ-Grace Warrior Foundation may take other legal action against you as it deems necessary.

I have read LZ-Grace Warrior Retreat Foundation’s Confidentiality/Integrity Policy presented above. I agree to abide by the requirements of the Confidentiality/Integrity Policy and inform my supervisor immediately if I believe any violation (unintentional or otherwise) of this Confidentiality/Integrity Policy has occurred. I understand that violation of this Confidentiality/Integrity Policy will lead to disciplinary action, up to and including termination of my service with LZ-Grace Warrior Retreat Foundation.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

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*(For use by LZ-Grace Warrior Retreat Foundation)*

Executed copy given to the above: \_\_\_\_\_ (Initials)  
\_\_\_\_\_ (Date)