



Equitable Action for Change

Address: 6 Trinity Square, 2nd Floor. Toronto, Ontario M5G 1B1

Telephone: 416-518-4824 Email: executivedirector@equitablenow.ca

Website: www.equitablenow.ca

VOLUNTEER BOARD APPLICATION

Legal Name: _____

Preferred Name: _____ Pronoun _____

Home Address: _____

Telephone: _____ Email: _____

*Vulnerable Sector Screening Completed: __YES __NO

*Please contact Executive Director to discuss if unable to submit. Email: executivedirector@equitablenow.ca

Resume and Cover Letter Submitted: __YES __NO

Availability: Please tell us the dates and times you are available:

Please Tell us why you are interested in Volunteering with our agency:

Special Skills or Qualifications (Summarize special skills and qualifications you have acquired from lived, living experience, employment, education, sports, hobbies and so on.):

Person you want us to contact in case of Emergency:

Name: _____

Telephone: _____

Email: _____

Relationship to you: _____



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CONFIDENTIALITY AGREEMENT

Confidentiality Policy

It is the policy of Equitable Action for Change that board members, employees, volunteers and students of Equitable Action for Change will not disclose confidential information belonging to, or obtained through their affiliation with Equitable Action for Change such as proprietary, privileged, intellectual, financial and personal information to any person, including their relatives, friends, and business and professional associates, unless Equitable Action for Change has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law. Board members, volunteers and employees are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents, electronic devices such as cell phones or on computer screens in plain view. Upon separation of employment and at the end of a board member's term, he/she or they shall return all documents, papers, and other materials that may contain confidential information. Failure to adhere to this policy will result in discipline, up to and including separation of employment, service with Equitable Action for Change. We reserve the right to take any legal action as deemed necessary.

All information concerning clients, former clients, our staff, volunteers, students and financial data, and business records of Equitable Action for Change is confidential. "Confidential" means that you are free to talk about Equitable Action for Change and about your program and your position, but you are not permitted to disclose clients' names or talk about them in ways that will make their identity known. No information may be released without appropriate authorization of the Executive Director. This is a basic component of client care and business ethics. The board of directors, staff and our clients rely on paid and volunteer staff to conform to this rule of confidentiality. Equitable Action for Change expects you to respect the privacy of clients and to maintain their personal and financial information as confidential. All records dealing with specific clients must be treated as confidential. General information, policy statements or statistical material that is not identified with any individual or family is not classified as confidential. Staff members are responsible for maintaining the confidentiality of information relating to other staff members and volunteers, in addition to clients. Failure to maintain confidentiality may result in the termination of your employment, or other corrective action. This policy is intended to protect you as well as Equitable Action for Change because in extreme cases, violations of this policy also may result in personal liability. Rationale Confidentiality is the preservation of privileged information. By necessity personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to the applicant or client; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual clients through an assignment is confidential in terms of the law, and disclosure could



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make you legally liable. Disclosure could also damage your relationship with the client and make it difficult to help the person.

Before you begin your assignment as a board/staff member/volunteer/student, you should be aware of the laws and penalties for breaching confidentiality. Although the agency is liable for your acts within the scope of your duty, giving information to an unauthorized person could result in the agency's refusal to support you in the event of legal action. Violation of the laws and statutes regarding confidentiality of records is punishable upon conviction by fines or by imprisonment or by both. Certification I have read Equitable Action for Change's policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with Equitable Action for Change.

I have read and agree to the confidentiality Agreement. I understand that if I am accepted as a Board Volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Agreement Signature: _____

Name: _____

Date: _____

Thank you for completing this application and for your interest in Volunteering with us.