



## Confidentiality and Conflict of Interest Agreement

### 1. Purpose

The purpose of this Agreement is to protect the integrity, reputation, and operations of **My Community Catalyst (MC2)** by ensuring that employees, officers, and contractors maintain confidentiality and disclose any conflicts of interest.

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### 2. Confidentiality

- I acknowledge that in the course of my work with MC2, I may have access to confidential or proprietary information, including but not limited to:
    - Donor and funder information
    - Personnel and payroll records
    - Financial data
    - Strategic plans and program materials
    - Community partner or client information
  - I agree to keep such information strictly confidential and not disclose it to any unauthorized person, during or after my employment/affiliation with MC2.
  - I will not use MC2's confidential information for personal gain or for the benefit of any other person or organization.
  - Upon termination of employment or engagement, I agree to return all documents, records, and property belonging to MC2.
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### 3. Conflict of Interest

- I agree to avoid any situation in which my personal or financial interests conflict, or appear to conflict, with the best interests of MC2.
- Examples of potential conflicts of interest include (but are not limited to):
  - Having a financial interest in an entity that does business with MC2

- Using MC2 resources for personal or outside professional gain
  - Accepting gifts, favors, or services that could influence decision-making
  - I agree to disclose any actual or potential conflicts of interest in writing to the MC2 Board of Directors promptly upon discovery.
  - If a conflict arises, I will recuse myself from related decision-making unless otherwise directed by the Board.
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#### **4. Compliance**

I understand that failure to comply with this Agreement may result in disciplinary action, up to and including termination of employment or engagement with MC2.

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#### **5. Acknowledgment**

By signing below, I acknowledge that I have read, understand, and agree to abide by the terms of this Confidentiality and Conflict of Interest Agreement.

**Name (print):** \_\_\_\_\_

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

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