

USHJA POLICY STATEMENT

Subject: Committee Confidentiality

Policy Number: COM 100

Date of Board Adoption: July 13, 2020

Board Approved Effective Date: July 13, 2020

The members of the USHJA Board and Committee are required to maintain the confidentiality of USHJA business. Confidentiality will be maintained until it is stated in writing by USHJA that such confidentiality is no longer required, unless otherwise required by law.

In the course of Board or Committee work, members may be involved in discussions, and receive material that may or may not be marked confidential. These discussions, and all working documents, must be kept confidential and should be treated as internal documents restricted for Board or Committee use. Disclosure or distribution of USHJA business or documents to any individual outside of the Board or Committee, in written or oral form, is strictly prohibited.

Strict observance of confidentiality is required, and any breach may result in appropriate disciplinary action including the removal of the individual from his/her committee seat.