**ANNUAL CONFIDENTIALITY AGREEMENT** (GP 7)

Those who serve at St. Paul of the Cross Passionist Retreat and Conference Center shall respect the privacy of its retreatants, donors, staff, and volunteers. Personal and financial information is considered confidential and should not be disclosed or discussed without prior authorization. Care should be taken to keep sensitive and private information confidential. Confidential information pertinent to the work of the administration, committees, and the board shall not be discussed outside of those contexts in order to preserve the privacy and integrity of those individuals or circumstances involved in those matters. It is the policy of St. Paul of the Cross Retreat and Conference Center that any such information be maintained in confidence during and after date of service or employment.

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Printed Name Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**ANNUAL CODE OF ETHICS** (GP 6)

The mission of SPC can only be realized through a common code of ethics upheld by the Board. As such, Board Members are expected to:

1. Act with integrity, honesty, and trustworthiness informed by the guiding values of SPC: Hospitality, Compassion, Christ-centered spirituality, providing a quiet and prayerful environment, and Service to all.
2. Act with responsibility on behalf of the center and accountability and transparency to the constituents and fellow Board Members.
3. Respect for the opinions of others.
4. Be equitable in decision making and mindful of the impact those decisions may have on others.
5. Act in a way that promotes the wellbeing of each other, the community, SPC and the Owners.
6. Board members will adhere to all relevant Provincial Policies (in Attachments).
7. Board members do not have any power or individual authority over the Executive (Director of Mission and Ministry) unless explicitly authorized by the Board.
8. In their interaction with the public, press or other entities, must not speak for the Board except to repeat explicitly stated Board decisions.
9. Board members will not express individual judgments of Executive (Director of Mission and Ministry) performance outside the “Boardroom”.
10. Board members may not attempt to exercise individual authority over the organization.

Initial: \_\_\_\_\_

**ANNUAL CONFLICT OF INTEREST DISCLOSURE** (GP 8)

St. Paul of the Cross Passionist Retreat and Conference Center (SPC) has a policy that requires its Board Members to notify the Retreat Center if the Board Member occupies any position with another organization or engages in any transaction or relationships that would create a conflict of interest with the individual Board Member’s fiduciary duty to the Retreat Center. Any Board Member with a concern regarding a potential conflict of interest should notify the Secretary of the Board for review of the potential conflict.

Initial:

**ANNUAL Acceptance of Gifts** (Individual Board Members - GP 9)

Individual Board members are not allowed to accept gifts on behalf of SPC in accordance with the exceptions stated in GP 9.

Initial:

**This document is to be signed annually during the Board Retreat Day**