

**The Duke of Edinburgh's International Award – Canada
Alberta, Northwest Territories and Nunavut**
#560, 1201 5th Street SW 1.800.668.3853
Calgary, AB T2R 0Y6W 403.237.7476
abntnu@dukeofed.org 780.490.5008



CONFLICT OF INTEREST AND CONFIDENTIALITY GUIDELINES

As a Duke of Edinburgh's International Award – Canada - Alberta, Northwest Territories, and Nunavut Division (hereafter referred to as "The Award") volunteer, you may have access to information which should not be made available to the general public. The information contained in The Award files and those of its participants is to be used only for purposes specific to The Award and the administration of its programme. You must also ensure that your interests do not conflict with those of The Award.

The following outlines the obligations of each volunteer regarding confidentiality and conflicts of interest with respect to The Award and its participants:

- Volunteers shall not disclose, use, take advantage of, or benefit from any information that is obtained while carrying out their Award duties and that is not generally available to the public.
- Volunteers shall not assist entities or persons in their dealings with The Award where doing such will result in preferential treatment to any entity or person.
- Volunteers shall not, directly or indirectly, use or allow the use of Award property for anything other than Award activities.
- Volunteers agree that all intellectual property rights to works arising in connection with The Award shall remain the sole and exclusive property of The Duke of Edinburgh's Award.
- Volunteers agree their personal interests will not conflict with the interests of The Award or harm public support and/or the respect necessary or the operation of The Award.
- Volunteers must not commit The Award to any expenditures or other liability without prior approval of the Executive Director or Divisional Council.

Volunteers who fail to comply with the above mentioned guidelines are subject to measures determined appropriate by The Award, including, where applicable, termination of their responsibilities as a volunteer.

I HAVE READ AND AGREE TO ABIDE BY THE GUIDELINES AS STATED ABOVE. I UNDERSTAND THAT THE GUIDELINES REGARDING CONFIDENTIALITY REMAIN IN EFFECT EVEN UPON THE CONCLUSION OR TERMINATION OF MY DUTIES WITH THE DUKE OF EDINBURGH'S AWARD - ALBERTA, NORTHWEST TERRITORIES, AND NUNAVUT DIVISION.

Signed at the City of _____ in the Province of Alberta, this _____ day of _____, 20____.

Volunteer Name - Please Print

Witness - Please Print

Volunteer - Signature

Witness - Signature