

The Urantia Book Fellowship
Confidentiality Guidelines for Executive Committee Service

In your service with the Fellowship Executive Committee you may participate in discussions which require you to hold what you hear fully confidential. That means you may not discuss or share what you have heard with anyone outside the Executive Committee. For example, you may not share matters confidential to the Executive Committee with other (non EC) members of the General Council.

Your obligation to respect confidentiality is a trust of high order; it should never be taken lightly. Violation of confidentiality obligations is a breach of ethics and a betrayal of trust. It is important to understand that even a single failure to adhere to confidentiality obligations can result in significant damage to individuals, personal relationships, and group function. Once confidentiality is breached it may be virtually impossible to reverse the damage caused.

The following matters are always confidential to the Executive Committee. They may not be shared with anyone except members of the Executive Committee.

- Discussions of employee or contractor performance, compensation, evaluation, etc.
- Discussions of candidates during an election process are confidential to those present at the discussion.
- Legal matters or matters having potential legal implication
- Discussions and information concerning a specific individual.
- Any matter discussed in closed session.
- Any matter identified by the chair as confidential.
- Any matter for which a member has requested and been granted confidentiality.
- Email or other written documents connected with the above or marked confidential.

These guidelines apply to email and other written communications that are part of confidential proceedings or are otherwise marked confidential.

This list is not exhaustive. From time to time matters may arise which are not specifically listed here, but which good judgment would suggest should be held in confidence. If there is any question about whether a matter should be kept confidential, it is usually best to keep it confidential and seek guidance from the president, chairperson or other officer.

It is most important to understand that your confidentiality obligations are permanent; they remain in effect even after completion of service on the Executive Committee.

Violation of confidentiality obligations may lead to administrative action or removal proceedings as provided for in the Fellowship Constitution.

I understand these confidentiality guidelines and I pledge to abide by them.