

TLE's Code of Ethics/Confidentiality



Building a stronger community

All members of The Learning Exchange (TLE) are expected to observe the following Code of Ethics:

RESPECT

All volunteers, students and staff must treat each other with respect, courtesy and appreciation at all times.

LOYALTY

As a part of The Learning Exchange, loyalty is extremely important. Members should refrain from voicing any negative personal opinions of administrative policies or regulations to an outside source. All matters should be brought instead to the attention of the Executive Director or an executive member of the Board of Directors. If in doubt regarding any issue, seek advice from either of the same two sources.

ETHICS

All members of TLE must willingly sign the following Confidentiality Statement and hold in strict confidence, all information acquired through service with TLE, making no reference, inside or outside the organization, to a student's identity, academic standing or personal affairs.

CONFIDENTIALITY STATEMENT

I, the undersigned, do willingly promise to hold in confidence all matters that come to my attention through my association with The Learning Exchange, including information and material from and about students and matters regarding employees and volunteers. As a TLE member I understand I am expected to observe TLE's Policy & Procedures and Code of Ethics.

I will respect the privacy of the people with whom I associate and confer appropriately with those designated as my supervisors and/or administrators. I will use in a responsible manner, any information gained in the course of my association with The Learning Exchange.

Volunteer's name

Executive Director's name

Volunteer's signature

Executive Director's signature

Date

Date