



Confidentiality Policy Turkish Grameen Microfinance Program (TGMP)

Confidentiality Policy for Employees, Volunteers and Board Members

Respecting the privacy of clients, donors, members, staff, volunteers and of Turkish Grameen Microfinance Program (TGMP) itself is a basic value of the employees of TGMP personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the executive director. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers and board members of TGMP may be exposed to information which is confidential and / or privileged and proprietary in nature. It is the policy of TGMP that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

The privacy of clients should be respected and to maintain their personal and financial information as confidential. All records dealing with specific clients must be treated as confidential. Staff members are responsible for maintaining the confidentiality of information relating to other staff members and volunteers, in addition to clients.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline including removal/dismissal. Failure to maintain confidentiality may result in termination of employment, or other corrective action.

**TURKISH FOUNDATION FOR WASTE REDUCTION
MICROCREDIT CENTER**

(Turkish Grameen Microfinance Program)

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