



REEP EMPLOYEE CONFIDENTIALITY POLICY



Rural Education & Economic Enhancement Program (REEP)

AN EMPOWERED GENERATION

P.O. Box 47, 50405, Butula MOBILE: +254 792 915 991. EMAIL: reepapt@yahoo.com

Employee confidentiality policy.

Policy brief & purpose

REEP is committed to upholding the highest standards of integrity, transparency, and confidentiality. The Employee Confidentiality Policy outlines REEP's expectations for employees regarding the protection and handling of confidential information related to its human rights and advocacy work.

It is REEP's policy to limit the disclosure of confidential information that could be detrimental to the best interests of its beneficiaries, stakeholders and/or its clients. The directives as defined within this policy are intended to enhance public confidence in the integrity of REEP and its employees, volunteers, interns and third parties associated with REEP.

Scope

This policy applies to all individuals who have access to confidential information, including but not limited to employees, volunteers, interns, consultants, third parties and temporary staff. The duty to preserve the confidentiality of REEP's information extends beyond, and continues after the individual's termination of employment, engagement, or contract with the organization.

Policy elements

DEFINITIONS:

Confidential Information refers to any information, data, or materials that are not publicly available and are considered private, sensitive or propriety to REEP or its partners, stakeholders or beneficiaries

Any information that, if disclosed without authorization, could be prejudicial to the interests of REEP and/or individual(s) in or associated with REEP.

PROCEDURE AND APPLICATION:

- Individuals employed by or engaged with REEP are responsible for ensuring the privacy of confidential information and for exercising discretion in the handling of such information.
- Individuals employed by or engaged with REEP will not knowingly, or willfully, directly or indirectly, misuse, disclose or disseminate to any third party any confidential information belonging to REEP which the individual acquired in connection with or as a result of their employment or engagement with REEP.
- All records containing confidential information created or received by individuals employed by or engaged with REEP must be protected against unauthorized access, collection, use, disclosure, retention or disposal through the use of reasonable security measures and effective records management.

BOARD OF DIRECTORS

Mary Makokha, Paul Owiso, Chrisantus Maseno, Christine Wanjiru, Francis Obonyo, Faith Kazira



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- Individuals employed by or engaged with REEP shall only access confidential information necessary to perform their job duties

Disclosure of Confidential Information:

- Disclosure of confidential information to external parties, such as media or government agencies shall only be done with prior consent from REEP's executive leadership.

Breach of Confidentiality:

All individuals must comply with the following standards. Failure to do so will be considered a breach of confidentiality:

- Individuals must not benefit or appear to benefit from the use of information not generally available to the public and which was acquired during the course of their official REEP duties.
- Individuals must consult with their supervisor when they are requested to provide any information which may breach the confidentiality standards defined in this policy.
- Any person working for/engaged with REEP, who for any reason, deliberately accesses and misuses confidential information not required in the performance of their duties is in breach of confidentiality, whether or not the information is disclosed to another person(s).

Termination of Employment/Engagement/Contract:

At the conclusion of their services, individuals must return all intellectual property, such as documents, papers, computer files and other materials in their possession or control that relates to REEP. Ownership of all documents, computer files and all other electronic or hard-copy material, will remain the property of REEP. Individuals are not permitted to make copies, in part or in whole, manually or electronically, of any confidential or proprietary information belonging to REEP.

Exceptions

Confidential information may occasionally have to be disclosed for legitimate reasons. Examples are:

- If a regulatory body requests it as part of an investigation or audit
- If REEP examines a venture or partnership that requires disclosing information within legal boundaries

In such cases, employees involved should document their disclosure procedure and collect all needed authorizations.

Disciplinary Consequences

Individuals who fail to comply with this policy during the course of their employment, engagement, or contract with REEP or following the conclusion of their services, will be subject to disciplinary action, up to and including termination of employment, engagement, or contract with REEP, and/or legal action, as applicable.

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This policy was approved by the board chair Francis Obonyo: 31 May 2021

The next review is due on or before:

31 May 2024

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