



Port Tobacco Players (“PTP”) Confidentiality Policy

For Board Members and Production Team Members

The following policies apply to PTP Board Members, Production Team Members (producers, directors, managers, and designers) in the, and to PTP members who have knowledge of Confidential Information as defined below. All board members, Production Team Members, and PTP members who are given access to this Confidential Information are required to abide by this policy.

“Confidential Information:” Confidential Information is defined as complaints of misconduct, as outlined in the Sexual Misconduct, Harassment, and Discrimination Policy, by members that are of a sensitive nature requiring protection for the identity of an accuser or offender from the general public, investigations regarding the same, legal advice provided to PTP, and communications with PTP’s attorney(s).

1. Closed Board Meetings: Board Members and PTP members shall not disclose to anyone outside of the meeting the statements, positions, or votes by any board member on actions taken by the board. Board members shall not disclose any individual’s vote on a particular issue. This Policy only applies to closed meetings in accordance with Robert’s Rules of Order Chapter 9 sections 24-27.
2. Board Information: Board Members and PTP members who are provided access to Confidential Information shall not disclose or discuss Confidential Information with anyone outside of the PTP board (or PTP members who were provided access to confidential information) unless the board has voted to approve disclosure of such information.
3. Personal Information or Volunteers and Board Members: The home addresses, telephone numbers, fax numbers, and e-mail addresses of PTP board members and regular members are not to be given out to any individual or organization without the express permission of the person whose information is to be disclosed.
4. Exception: Nothing in this Policy prevents you from providing truthful testimony as part of a governmental investigation or law enforcement investigation, or pursuant to a valid subpoena. Nothing in this Policy prevents you from reporting to law enforcement or social services, a complaint of abuse or neglect regarding persons who are currently minors or developmentally disabled persons as required by Maryland law.



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By signing this form, I understand that if I am found in violation of the aforementioned policy, that breach of policy is grounds for disciplinary action, up to and including permanently ending my involvement on the PTP board and/or permanent removal from PTP.

Signature _____ Date _____