



Confidentiality Agreement & Principles of Behavior

It is the policy of Prevent Child Abuse America® (PCA America) to hold in confidence all proprietary or nonpublic information regarding the operations of organizations, the persons served by organizations and the Board and staff of organizations, which may be learned during the accreditation process. PCA America requires that each of its trustees, staff, HFA Accreditation Panel members, independent contractors, and peer reviewers specifically agree to adhere fully and unreservedly to this policy as a condition of serving in that capacity.

You therefore specifically agree that you will not release or divulge outside the accreditation process any information gathered during the accreditation process, (a) without the written permission of the organization, or (b) as PCA America may specifically direct in its Policies and Procedures as follows:

- for the purpose of making known the accreditation status and performance of an organization;
- for the purpose of informing appropriate public authorities when you have documented information that clients have been seriously injured and/or that conditions believed to have contributed to previous injuries exist; or as required by law.

Information gathered during the accreditation or re-accreditation process includes, but is not limited to, data, documents, reports, narratives, evaluations and proprietary material or products submitted with the application, an organization's self-study, questionnaires, observations, reports, work notes of the on-site review, verbal disclosures of agency personnel, and the deliberations of the HFA Accreditation Panel.

In addition, as a Peer Reviewer, and Prevent Child Abuse America representative, you specifically agree to the following principles of behavior:

- Apply the Healthy Families America® Best Practice Standards in a consistent and bias-free manner. Take into account the big picture as to whether the site's performance meets the standard as written. Avoid comparisons with your program and ratings based on your personal belief system.
- Avoid all actual, potential, and appearances of conflicts of interest. Declare to HFA any relationships with programs or individuals. Avoid pursuing employment or business opportunities or accepting goods or services before, during, or after the survey process.



- Do not conduct personal business during the review, except in the case of an emergency, and limit the use of cell phones. If you plan a vacation around a review, do not let it compete with the task at hand.
- Treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Put aside personal beliefs that may affect your ability to be unbiased, and do not discriminate based on an individual's race, national origin, or any other status protected by law.
- Work to establish and maintain a safe environment and exercise good judgment. Practice safe and courteous driving to and from the review and avoid the excessive use of alcohol.
- Safeguard HFA's reputation and its assets. Submit to HFA for reimbursement only actual site visit expenses. Restrict the use of manuals, checklists and tools to official HFA business.

I have read the above policy regarding confidentiality, understand PCA America's expectations, and agree to adhere to its intent. I understand that PCA America would have no fully adequate remedy at law for a breach of this agreement and consent to entry of injunctive relief, including preliminary injunctive relief, for any breach of the policy set forth in this Agreement. This agreement will be governed and interpreted by Illinois law without giving effect to choice of law rules.

Signature

Date

Please print name