

## Confidentiality Policy

1. At the first Board meeting after they are elected, Board Members will sign a document acknowledging that the following matters are confidential: a) negotiations and the development of negotiating positions, b) personal information, and c) personnel matters. Other matters which are confidential will be explicitly identified by the President.
2. During collective bargaining negotiations, Board Members accept that, since the Negotiating Team reports to them and takes its instruction from them, their duty of confidentiality, and of circumspection when asked about negotiations, is extremely important and sometimes critical to the successful outcome of the negotiations.
3. A Board Member who, accidentally or otherwise, breaches the policy of confidentiality shall bring this to the attention of the other Members of the Board, through the President, at once. The Board shall determine what action to take.
4. Members of UWOFA committees agree that from time to time their work will be identified by the Committee Chair as confidential. Those attending committee meetings have a duty of confidentiality in these circumstances, which will include, for example, discussion of specific cases in the Rights & Grievances Committee, development of negotiating proposals in a contract committee or in a compensation committee.
5. Members of UWOFA recognize that when general meetings are closed to the press or to non-members, the information that will be imparted can and should be discussed with other Members of UWOFA but that it would usually be inappropriate to discuss some matters more widely (e.g. salary proposals at the negotiating table while negotiations are under way).

Approved

Board – October 8, 2004

General Meeting – October 19, 2004