



INTERNATIONAL ASSOCIATION of **ASSESSING OFFICERS**

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Confidentiality Policy for IAAO Board of Directors

It is the policy of IAAO that members of the IAAO Board of Directors will not disclose confidential or proprietary information belonging to or obtained through their service or assignment with IAAO to any person, including their relatives, friends, and business and professional associates, unless IAAO has authorized disclosure in writing. This policy is not intended to prevent disclosure where required by law.

Directors are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential or proprietary information. Upon the end of service or assignment, all documents, electronic files, and other materials, that may contain confidential or proprietary information should be returned to IAAO, deleted, or destroyed.

Body of Knowledge Participation

IAAO created the Body of Knowledge (BOK) Apendium that describes key areas of knowledge in which assessors must establish competency and identifies the broad categories of skills required by professionals working in each knowledge areas. IAAO encourages content to be developed for inclusion in the BOK to supplement such knowledge areas, requiring the specialized knowledge and expertise of individuals affiliated with, or are volunteers for, IAAO. Content to be created by volunteers for inclusion in the BOK is specially ordered and commissioned by BOK. It is the intent of the parties that any such contribution to the BOK by the signer below be provided as a work made for hire, with the understanding that IAAO would be the author and owner of the copyright.

AGREEMENT

I have read IAAO's policy on confidentiality above. I agree to abide by the requirements of the policy and inform IAAO immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, including any action being reviewed by the IAAO Ethics Committee. In addition, if I participate in working on reviewing or updating the BOK, I understand that IAAO would be the author and owner of the copyright of any contribution.

Signature _____ Name _____ Date _____

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