



## 2024 Hamper Sponsorship Code of Conduct & Oath of Confidentiality

I (we) understand as a condition of my involvement as a PRIVATE HAMPER SPONSOR that I (we) am expected to maintain this code of conduct and confidentiality during and after my involvement as a private hamper sponsor.

1. All client information is to be held in the strictest of confidence and only to be used for the purpose of delivering the hamper.
2. Breaching client confidentiality is a very serious offence and using client information for purposes other than for delivering the hamper is against the law.
3. Contact for any other reason and outside of the delivery time is strictly prohibited and will result in the private hamper sponsor being banned from future deliveries.
4. Serious offences will be reported to the Edmonton Police Service.
5. It is strongly recommended, to protect client privacy, that hamper sponsors not deliver to people they know or within their neighbourhood.
6. Any person delivering the hamper to the client is required to sign the Oath of Confidentiality.
7. When delivering the food hamper, no more than two people are permitted to meet the client at their door so as not to overwhelm the client or make them feel uncomfortable. Please be sensitive to the client's situation.
8. In order to respect clients' dignity, confidentiality and to minimize any risk of allegations made against you or the Christmas Bureau, visiting in the home of the client is NOT permitted.

I (we), the undersigned, have read and agree to follow the 2024 Hamper Sponsorship Code of Conduct & Oath of Confidentiality as stated.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(signature)