



**INTERNEWS KOSOVA**

## Confidentiality Declaration

I \_\_\_\_\_ position \_\_\_\_\_ at Internews Kosovo, declare that all information learned during my employment at I/KS, that is not otherwise available in the public domain, shall treat as confidential and will not share it with anyone.

Confidential information includes, but are not limited to the below examples:

- Identity data or any information about journalists' sources
- Any information about the idea, the implementation plan, script and shooting of products broadcasted and not broadcasted
- Information about any kind of contract in the organization
- Any information relating to financial aspects of work in the organization
- Information about ideas, proposals, implementation and any activity related to the organization's projects
- Information about donors
- Personal details of staff
- Other

### INTERNEWS OFFICES

Almaty, Kazakhstan

Arcata, California

Arusha, Tanzania

Baku, Azerbaijan

Belgrade, FR Yugoslavia

Bishkek, Kyrgyz Republic

Brussels, Belgium

Chiang Mai, Thailand

Dili, East Timor

Dushanbe, Tajikistan

Jakarta, Indonesia

Jerusalem, Middle East

Kiev, Ukraine

Kigali, Rwanda

I also declare that I am fully aware that the protection of privileged and confidential information is vital to the interests and success of Internews Kosovo.

In case I have a dilemma about any information, I agree that I will discuss with my manager before I publish it.

In case of violation of this declaration, I am aware of that I will face the consequences of disciplinary action, which may result in termination of the contract.

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
(signature of the incumbent)

\_\_\_\_\_  
Date