



Employee Confidentiality Agreement

Coastline Women's Center (the Organization) and _____ (Employee/) agree to enter into this Employee/ Confidentiality Agreement as follows:

1. Employment

The Organization shall employ Employee/, and Employee/ shall be employed by the Organization upon the terms and conditions set forth in this Agreement.

2. Term of Employment

Neither this Agreement nor the language used herein is intended to create or constitute an employment agreement. Employee/ is employed at-will and both the Organization and Employee/ have the right to terminate employment with the Organization at any time for any reason or no reason at all, with or without notice.

3. Confidentiality

Employee/ and the Organization mutually recognize that Employee/ will be in a position to obtain confidential information, client and donor list, and will develop relationships with specific clients and donors. Employee/ and the Organization further recognize that Employee/ will, by virtue of working at the Organization, continually have access to that information. Further, as an Employee/ of the Organization, Employee/ and the Organization recognize Employee/ will acquire knowledge relation to the Organization's business interest in the knowledge, proprietary and confidential information, including client and donor lists that Employee/ acquires from the Organization, and that as such these legitimate business interests are to be protected.

- a. Employee/ covenants and agrees that at all times during Employee/'s period of employment with the Organization, and for a period of two (2) years after the date of termination of Employee/'s employment, (or for a period of six (6) months, if Employee/ is employed by the Organization for less than one year, whether such termination is voluntary or involuntary), to maintain the confidentiality required of Employee/'s position;
- b. Employee/ will not divulge any client list, contribution list, or any names, addresses, or any information contained therein, or any other proprietary information gained or taken from the Organization;
- c. Employee/ will not divulge any financial or corporate information regarding the Organization or any of its clients or donors;
- d. Employee/ covenants and agrees that Employee/ shall not engage in the making or publishing of written or oral statements or remarks that are defamatory;
- e. Employee/ acknowledges that the term "termination of employment" means any separation from employment from the Organization, either voluntary or involuntary, whether the separation is at the behest of Employee/ or the Organization, regardless of the reason for separation;
- f. Employee/ recognizes that any breach of this Agreement will cause the Organization irreparable harm. Employee/ recognizes that the Organization's remedies at law may be inadequate and that the Organization shall have the right to injunctive relief in addition to any other remedy available to it. Therefore, if Employee/ breaches this Agreement or any of the covenants contained herein, the Organization has the right to, and will seek, issuance of a court-ordered injunction, as well as any and all other remedies and damages, to compel the enforcement of the terms states herein.



Employee/ expressly agrees that the Organization shall be entitled to injunctive and/or other equitable relief in court to prevent further breach of the Agreement. If court action is necessary to enforce this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees and court costs;

- g. If any part of the Agreement is held unenforceable or invalid, the remaining parts thereof shall continue to be enforceable. If the provisions imposing time restrictions are deemed unenforceable by a court of competent jurisdiction, then such provisions for the purposes of the Agreement shall include the maximum time period which a court of competent jurisdiction determines to be reasonable, valid, and enforceable.

4. Termination of Employment and Forfeiture of Compensation

Employee/ agrees that any breach by Employee/ of any of the covenants set forth in Section 3 hereof during Employee/'s employment by the Organization, shall be grounds for immediate dismissal of Employee/ and shall subject Employee/ to a civil action for money damages, which shall be in addition to and not exclusive of any and all other rights and remedies the Organization may have against Employee/. If court action results from any breach of the Agreement, the prevailing party shall be entitled to reasonable attorneys' fees and court costs.

5. Consideration and Condition of Employment

Employee/ acknowledges that signing this Agreement is a condition of employment and that employment or continued employment is sufficient consideration for signing this Agreement and compliance with the promises made herein. Failure to execute the Agreement is grounds for immediate termination.

6. Entire Agreement – Amendment

This Agreement shall supersede any and all existing oral or written agreement, Representations, or warranties between Employee/ and the Organization relating to the terms of Employee/'s employment by the Organization. It may not be amended except by a written agreement by both parties.

7. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of South Carolina applicable to agreements made and to be performed in the State of South Carolina, without regard to its conflict of laws provisions.

The parties hereto have duly executed this Agreement as of the _____ (Today's Date)

Employee Signature

Coastline Women's Center Representative



Statement of Faith

The Bible is the infallible Word of God, inspired by the Holy Spirit; it contains all wisdom and every answer to man's problems. **2 Timothy 3:16, 17; 2 Peter 1:20, 21**

There is one God, existing eternally in three persons: God the Father, God the Son (Jesus Christ) and God the Holy Spirit. **John 1:1; John 10:30; Philippians 2:5-7**

God is Love and He loves all people. He gave His one and only Son, Jesus Christ, that whoever believed in Him would not perish but have everlasting life. It is God's desire to reach out to those who are poor, oppressed, widowed or orphaned, and to heal the brokenhearted. **Psalms 68:5; Luke 14:13-14; John 3:16; 1 John 4:16; James 1:27; Isaiah 61:1; Psalms 147:3**

Man is created in the image of God but separated from God by sin. It is through Jesus Christ only who died for our sins and is the mediator between God and man that we through faith can have peace with God. **Genesis 1:26; 1 Timothy 2:5; Romans 5:1**

We can have a personal relationship with God through salvation. It is not a result of what we do, but rather God's free gift to man. By confessing we have sinned and believing in the death, burial and resurrection of Christ, and accepting Him as Lord, we can spend eternity with God. **Ephesians 2: 8-9; Romans 3:22-24; Romans 10:9**

God gives all believers spiritual gifts. These gifts are for the strengthening of God's people and proof of God's existence and power. The gifts of the Spirit are active and relevant today. **1 Corinthians 12:4-11; 1 Peter 4:10**

Divine healing is active in the lives of people today through Jesus, who is the Healer. Healing includes physical, mental, emotional and spiritual restoration. **Matthew 9:35; Acts 10:38**

Hell is as a real place. It is a place of suffering and a place of permanent separation from God for those who die without accepting Christ. God's desire is that no one be separated from Him for eternity, which is why He sent His Son, Jesus Christ, to earth. **2 Thessalonians 1:8-9; Revelation 20:12-15**

Jesus will return and take all those who have accepted Him as Savior to be with Him forever in eternity. **Acts 1:11; 1 Thessalonians 4:13-17; Hebrews 9:28**

___ Yes, I agree. Signature _____ Date _____

___ No, I disagree. Signature _____ Date _____



Statement of Principles & Commitment of Care

CWC is an outreach ministry of Jesus Christ through His church. Therefore, CWC embodied in its s, is committed to presenting the gospel of our Lord to women, men, and families facing both an unplanned or crisis pregnancy both in word and deed. In order to fulfill this purpose, those who labor in this ministry are expected to have a personal, growing relationship with the Lord Jesus Christ and be consistent with biblical truth and love.

CWC is committed to providing its clients with accurate and complete information surrounding both prenatal development, abortion, abortion complications, alternatives to abortion, and explaining all other services that are available to them.

CWC is committed to assisting women within its ability and resources to carry to term by offering spiritual, emotional, physical support, and practical assistance.

CWC never discriminates in providing services based on race, religion, sex, nationality, age, or marital status of its clients.

CWC never advises, provides or refers for abortion or contraceptives.

CWC offers confidential assistance free of charge at all times and a nonjudgmental attitude as we minister. All clients are cared for with kindness and compassion.

CWC is committed to creating awareness within the local community of the needs of pregnant women, post abortion women and families.

CWC is committed to upholding the sanctity of marriage between a woman and a man by encouraging moral purity and sexual abstinence before marriage.

CWC offers love, support, compassion, Biblical studies, and forgiveness of the Lord Jesus Christ to those who have been involved in abortion decisions.

CWC believes adoption to be a valid alternative to abortion. CWC does not operate as an adoption agency or in contract with adoption agencies but can offer a referral upon client request.

CWC will maintain proper training to uphold these standards

__ Yes, I agree to serve under these principles. Signature _____ Date _____

__ No, I am not able to serve under these principles. Signature _____ Date _____



Pregnancy and Family Support

"Therefore, as we have the opportunity, let us do good to all, especially to those who are of the household of faith." -Galatians 6:10

Who We Are

At **Coastline Women's Center** our goal is simply to assist women throughout pregnancy into the early stages of parenting by providing Biblical services that will educate and transform their lives building healthier, stronger families. God has given us authority and put us in a position that allows us to assist people in incredible ways. We not only consider this a great privilege and honor but also a big responsibility.

Together We Are Better

Through the support of strong spiritual leaders, partners, staff, and s **Coastline Women's Center** will operate on the foundation of integrity and will be able to reach hundreds of thousands of people who are lost and hurting with lifesaving hope and assistance at a time when they need it the most. Together, we will impact the community and even the world. Together, we will extend the love of Christ to the poor, fatherless, widows, and brokenhearted. Together, we will have good reward for our labor because two are better than one, for if one falls, the other will lift up their companion (Eccles. 4:9-10).

Our Pledge

We will do all that we can to invest into ministries and outreaches that we believe have the greatest impact on the Kingdom. We'll look for more creative ways of helping the hurting, relieving human suffering and sharing the light and love of Jesus Christ with the world.

Our Purpose

- To be **Matchless**: This ministry will fit our personal gifts and passions.
- To be **Measurable**: Involve strategies that can be evaluated and measured.
- To be **Memorable**: Be specific enough to be remembered and embraced.
- To be **Meaningful**: Surround ourselves around national issues that make a difference.
- To be **Mobile**: Our message and service can travel with us wherever we go.
- To be **Moral**: It is right. Believing not only it can be done but that it should be done.

Our Mission

Our mission is to transform the lives of those we serve by sharing the gospel of Jesus Christ, focusing on the whole being, upholding the sanctity of life, dealing with the impact of pregnancy and abortion on individuals and their families.

Our Vision: is to extend and be a catalyst for abolishing abortion from the earth.



DRESS CODE: We believe personal appearance sends a message that either promotes or inhibits effective communication. Coastline Women's Center personnel represent God verbally and non-verbally, which includes dress. Dress can reflect not only professionalism, but purity, self-respect, and respect for others, all of which can add credence to an individual's message. We aim to formulate a dress code policy that aims to achieve a balance between professionalism and approachability.

CLINIC STAFF: We dress in uniform/scrubs on working days. First shirt/scrubs will be provided. Any additional, employee purchases.

The following guidelines spell out what is generally accepted as "business casual" and "formal business" both which is all-inclusive and both open to change. No dress code can cover all contingencies, therefore staff and s must use discretion in their choices of clothing at the center. **If you're uncertain about these guidelines or a particular article of clothing, please consult with your supervisor.**

Business Casual: Service Provided in Center- The following guidelines clarify what is meant by "business casual." In general, clothing that is suitable for the beach, yard work, exercise, and sports is **not** appropriate for the office.

Clothing that reveals a person's cleavage, stomach, or under-garments is not appropriate for a place of business. Clothing should never be wrinkled, torn, dirty, or frayed. Any clothing that has words, phrases, or pictures that may be offensive to clients is unacceptable.

Acceptable: Slacks, (dress or casual) dressy capris, dresses, skirts (dress or casual). Dresses and skirts should be at a length at which the wearer can sit comfortably in public. Casual shirts, dress shirts, sweaters, tops, polo shirts, and turtlenecks are acceptable attire for the office.

Unacceptable: Denim jeans, sweatpants, exercise pants, shorts, pajama bottoms, bib overalls, and any form-fitting pants (span-dex) such as those worn for biking, and tank tops.

Formal Business- Service Provided Outside Center: acceptable for speaking engagements at churches, business meetings, community awareness functions, etc.

MEN: Blazer, suits, or sport coats, dress slacks, ties, dress shirts with buttons and collars, casual attire can be worn for casual events as listed acceptable above.

WOMEN: Dresses, skirts, dress slacks, blouses, dress suits, sweaters, casual attire can be worn for casual events as listed acceptable above.

Enforcement: If questionable attire is worn in the office, the appropriate supervisor will meet privately with the staff member or in order to advice and counsel him or her about appropriate attire. At that time the supervisor may ask him or her to return home for a change of attire. **Repeated** policy violations will result in disciplinary action, up to and including termination.

I have read and agree to the above stated Dress Code: Signature _____ Date _____