

### PLEDGE OF CONFIDENTIALITY

In order to ensure that the Researchers of St. Michael's Hospital fulfill their obligations to the Study Participants, anyone with access to confidential information of third parties must make this Pledge of Confidentiality.

1. I, \_\_\_\_\_, recognize and acknowledge that in the course of my participation as a member of the **Clients with Diabetes Action Committee (CDAC)** in the **Working together to understand diabetes in homeless populations** study, I may gain access to certain "Confidential Information" (as defined below). I will only use Confidential Information for the purposes of performing my duties with respect to the Research Study. I will not share any Confidential Information in any way at any time to anyone else. I will continue to keep this information confidential even after I am no longer involved with the Research Study.
2. "Confidential Information" means information may learn as you participate in the Research Study. This information may be the private information of an individual or organization or which is of a confidential or secret nature and that may be related to the Research Study
3. I acknowledge that I have had sufficient time to review this Agreement and fully understand its contents and its effect on me.
4. This Agreement is signed prior to participation in the study.

PARTICIPANT

RESEARCHER

\_\_\_\_\_  
*Printed name of Participant*

\_\_\_\_\_  
*Printed name of Researcher*

\_\_\_\_\_  
*Signature of Participant*

\_\_\_\_\_  
*Signature of Researcher*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

## Clients with Diabetes Action Committee (CDAC)

### Introduction & Objective

The purpose of the Clients with Diabetes Action Committee is to engage a diverse group of individuals with lived experience of homelessness and diabetes in discussions related to challenges of living with diabetes. We hope to identify opportunities for improvement in the care provided to those experiencing homelessness. Opportunities are provided to share stories and develop, carry out and take part in research projects.

### Rules & Terms of Reference

1. Only the first 12 members to arrive for each session will receive an honorarium.
2. First-Time Attendees will receive a Tim Hortons card in place of honorarium.
3. There is an expectation that your participation and membership is permanent, as your situation allows.
4. Attendees are expected to arrive sober. Those who are obviously intoxicated will be asked to excuse themselves.
5. Members will only invite non-group members to attend until the group is full.
6. Maximum late time is 15 minutes, unless the CDAC facilitator has been informed beforehand. Late attendees are welcome to attend, but are not eligible to receive honorarium.
7. The group will revisit membership rules periodically to ensure they are still applicable.
8. Participation and engagement are required and encouraged. Participants noticed to be disengaged (sleeping, distracted, detracting from meaningful conversation) will be *respectfully* encouraged to evaluate their intentions of being a part of the group and address any behaviours which may distract from the purpose of the meeting.
9. Ongoing non-participation/disrespectful behavior will result in members being asked not to attend future CDAC meetings.
10. Cell phones are to be turned to silent, vibrate, or turned off.
11. Disrespectful language or behaviour will not be tolerated. This includes racist, sexist, homophobic, transphobic, ableist, demeaning or otherwise hurtful remarks.
12. All participants must sign the Confidentiality pledge, and take the confidentiality of each other's statements seriously.
13. **Above all – Respect one another**

### Signatures

\_\_\_\_\_  
CDAC Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Study Facilitator

\_\_\_\_\_  
Date