

Confidentiality

During the contractual agreement with the company, employees may become privy to personal, medical information, records, unusual behavior patterns, privileged conversations, and correspondence concerning our clients. At all times, this information must be considered confidential and should not be shared, even among fellow contractors, unless the information is necessary to provide appropriate support to the clients.

The employee shall not give out any information, either verbally or in writing to people external to the company unless special permission has been granted by a guardian, legally competent client, or a court order. Noncompliance with this policy may result in disciplinary action (written warning) up to and including contract termination.

Note: *This documentation will remain in the employee's Personnel File under strict confidentiality.*

Employee Signature

Date