



CONFIDENTIALITY OATH

All employees, volunteers, and students must protect and respect the privacy of individuals that AlphaBee serves, any information belonging to AlphaBee regarding individuals and their families, and any information regarding the operation of the organization. I understand that:

- All confidential and/or personal information that I have access to or learn through my employment or affiliation with WM+A, AlphaBee, and Interim is confidential and I will use all information, documentation, and data belonging to AlphaBee solely for the purpose of AlphaBee business.
- As a condition of my employment or affiliation with the company I must comply with these policies and procedures. Breach of confidentiality by an employee is a serious offence, and my failure to comply may result in the termination of my employment or affiliation with the company and may also result in legal action being taken against me by the company and others.
- I agree that I will not access, use or disclose any confidential and/or personal information that I learn of or possess because of my affiliation with the company unless it is necessary for me to do so in order to perform my job responsibilities or when required by law. I also understand that under no circumstances may confidential and/or personal information be communicated either within or outside except to other persons who are authorized by company to receive such information. I agree that I will not alter, destroy, copy or interfere with this information except with authorization and in accordance with the policies and procedures.
- I agree to keep any computer access codes (for example, passwords) confidential and secure. I will protect physical access devices (for example, keys) and the confidentiality of any information being accessed. I will not lend my access codes or devices to anyone, nor will I attempt to use those of others. I understand that access codes come with legal responsibilities and that I am accountable for all work done under these codes. If I have reason to believe that my access codes or devices have been compromised or stolen, I will immediately contact my supervisor.
- If I receive any sensitive/confidential information while engaged in business with AlphaBee, I will destroy it at the conclusion of service contracts or agreements
- Breach of confidentiality includes but is not limited to the following:
 - Sharing information about clients and/or their families with people within or outside AlphaBee who have no right to this information
 - Sharing information about clients, their families and/or the organization within the hearing or visual apprehension of any person who does not have the right to such information
 - Providing public access to any information, on or off the premises, considered by AlphaBee to be confidential
 - Providing grounds for breach of confidentiality by the improper and/or careless handling and maintenance of client or staff records or any other AlphaBee records.

I acknowledge that I have read, understood and will follow the company policies and procedures on privacy, confidentiality and security.

Name (Please print): _____

Signature: _____

Date: _____