



CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

LADD through the course of operations, produces and maintains several types of sensitive, confidential protected health information for the people we support and personal employment related information for our employees. It is important to protect the interests and rights of LADD and our stakeholders and the information they have entrusted to us at all times. Individual and business privacy are governed by series of Federal Privacy Laws and enforced by federal agencies such as the Department of Labor, Office for Civil Rights and Department of Health and Human Services. LADD maintains strict compliance with all applicable standards and requires all Business Associates, short term contractors and consultants to do the same.

Information, for purposes of this Agreement includes but is not limited to the following

- All LADD Policies, Procedures and forms in hard copy or electronic formats.
- Any and all portion of the Personnel File in hard copy or electronic formats.
- Any person supported information in hard copy and electronic formats as noted in the LADD Compliance and Ethics Program and the HIPAA Security and Safeguard Policy, full version available upon request or a condensed version can be found at www.laddinc.net.
- Any and all conversations of a confidential nature.

This Agreement is intended to prevent the unauthorized disclosure of Information as defined above. A violation of this agreement could lead to criminal and/or civil penalties by signing this Agreement the signor acknowledges understanding and agreement with the terms and conditions and maintains that they will protect the interests and rights of LADD and our stakeholders at all times.

Print Name

Signature

Date

Corporate Compliance Officer Signature

Date

WE MAKE THE DIFFERENCE