



CONFIDENTIALITY AGREEMENT

LADD PERSONNEL

While working in the LADD Office or in locations operated or staffed by LADD access to and knowledge of sensitive, confidential information will occur routinely in the course of completing my job responsibilities. This information relates to employees and/or people supported and consists of demographic, personal, medical, insurance, financial, legal, and clinical information.

Release of this confidential information, either written or verbal, except as required by your job responsibilities is a **critical violation of the LADD Compliance and Ethics Program (CEP) and may be a violation of the law and professional ethics.** Failure to comply with the CEP may be reason for disciplinary action including separation from employment.

I understand that I should only access and review information within the scope of my job responsibilities and accept my responsibility to protect the confidentiality of all people supported and employee information. I will limit distribution of confidential information to only parties with a legitimate need and right to know.

I understand that if, during the course of my employment, I encounter sensitive, confidential information regarding an employee or person supported that I must preserve the confidentiality of that information. All confidential information and work papers are the property of LADD and therefore must never be photographed, recorded, copied or removed from the office or any other staffing location without following the LADD CEP. All paper and electronic documentation are considered confidential and must be properly disposed of according to the Record Retention and Asset Management Policy. I understand that working in the LADD Office or in locations operated or staffed by LADD that if I need to discuss confidential issues regarding employees or people supported I will ensure this is done in a private setting. I will only communicate with positive intent and follow the Mission, Vision and Values at all times throughout my employment at LADD.

I further understand that I may be disciplined if I knowingly violate any of the confidential obligations according to the CEP. I further understand that even if removed from my employment with LADD or if I terminate my employment voluntarily, these confidentiality obligations continue to apply to any information I have already had access to during the course of my employment.

I have read, understand and agree to abide by this Agreement as a condition of my employment.

Employee Signature

Date

Management Signature

Date