



Policy Name CONFIDENTIALITY AGREEMENT - EMPLOYEE	Policy Number: 1028
	Effective Date: September 19, 2012
Approved By: Management Committee	Date Revised: October 1, 2018
Classification: Human Resources	Page No: Page 1 of 3

PURPOSE:

The Salvation Army Agapé Hospice requires all employees to handle any and all sensitive hospice transactions gained through the course of their regular job duties in a confidential and appropriate manner.

Employees agree that if confidential information is not effectively protected, the operations and reputation of Agapé Hospice may be threatened, and may suffer irreparably.

Employees of Agapé Hospice are required to keep all confidential information and relevant knowledge regarding the hospice confidential both during and after their term of employment. These practices have been adopted as they have been deemed essential to the protection of Agapé Hospice.

In the event that this policy is in conflict with the terms and conditions of the Collective Agreement, the Collective Agreement shall prevail over this policy.

Confidentiality Agreement

In working for Agapé Hospice, employees shall not divulge, disclose, provide or disseminate confidential information to any third party not employed by Agapé Hospice at any time, unless Agapé Hospice gives written authorization. Furthermore, confidential information shall not be used for any purpose other than its reasonable use in the normal performance of employment duties for Agapé Hospice. Reasonable efforts will be made to limit access to confidential information to only those who need to know the information and those persons will be advised that the information is to be kept confidential until it has been publicly disclosed by an Agapé Hospice spokesperson.

Employees having knowledge of undisclosed confidential information regarding Agapé Hospice or any third parties currently engaged in negotiations with Agapé Hospice to whom undisclosed confidential information may need to be disclosed, are prohibited from trading confidences of Agapé Hospice, or of any such third party until the information has been fully disclosed and widely disseminated.



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Employees that are neither official spokespersons nor permanently and/or temporarily designated spokespersons cannot, under any circumstances (including on a “no-names” or “off the record” basis), respond to inquiries from the media or regulators, unless specifically asked to do so by an official spokesperson. All inquiries from the media and the public are to be referred to The Salvation Army, Public Relations Department.

ATTACHMENT:

Acknowledgment and Agreement/Statement of Confidentiality

CROSS REFERENCE

Policy # 0921 – Confidentiality

Policy # 0816 – Confidentiality – Volunteers



Acknowledgment and Agreement / Statement of Confidentiality

I, (Employee Name), acknowledge that I have read and understand the Confidentiality Agreement of The Salvation Army Agapé Hospice. I agree to adhere to this agreement in its entirety and will ensure that when there are employees working under my direction, they will adhere to this Policy. I agree to maintain confidentiality regarding the hospice activities of Agapé Hospice, our residents, and the confidential hospice processes and practices of Agapé Hospice. Furthermore, I will protect the confidentiality of all products created by Agapé Hospice by ensuring that they are kept on-site unless provided with written permission from Agapé Hospice and the client the materials have been created for. I understand that if I violate the rules set forth in the Agreement, I may face legal, punitive, or corrective action.

Name: _____

Signature: _____

Date: _____

Witness: _____