

EMPLOYEE SECURITY AND CONFIDENTIALITY AGREEMENT

As an employee of Eager To Serve, Inc. (hereinafter "the Agency"), and as a condition of my employment, I agree to the following:

1. I understand that I am responsible for complying with the Agency's polices, which were provided to me.
2. I will treat information received in the course of my employment with the Agency, which relates to the client participants of the agency, as confidential and privileged information.
3. I will not assess client information unless I have a need to know this information in order to perform my duties.
4. I will not disclose information regarding the agency's participants to any person or entity, other than when necessary to perform my job, and as permitted under the Agency' Policies.
5. I will not log on to any of the Agency's computer systems that currently exists or may exist in the future using a password other than my own.
6. I will safeguard my computer password and will not post it in a public place, such as the computer monitor or a place where it will be easily visible, such as on my nametag.
7. I will not allow anyone including other agency staff to use my password to log on to the computer.
8. I will log off the computer as soon as I have finished using it.
9. I will not use e-mail to transmit client participants information unless I am instructed to do so by the Director/Executive Director.
10. I will not take client or organization information from the premise of the Agency in paper or electronic form without first receiving permission for the Director/Executive Director.
11. Upon cessation of my employment with the Agency, I agree to continue to maintain the confidentiality of any information I learned while employed and agree to turn over all keys, access cards and any other device that would provide access to the agency or its information.

I understand the violation of this agreement could result in disciplinary/legal actions

Name (print)

Date

Signature

Witness