

Confidentiality Statement

I understand that in the course of a business day, I might become privy to information of a sensitive, personal, or highly confidential nature. As such, I agree I will not discuss such matters with, or provide such information to, other individuals, unless that discussion is necessary in order to fulfill my job responsibilities. I understand that inappropriate use of confidential information will result in disciplinary action, up to and including termination.

Print Full Name

Employee's Signature

Date