

| STATEMENT of POLICY and PROCEDURE | | | |
|-----------------------------------|---------------------------|------------|-------------------|
| Chapter: | Human Resources | SPP No. | HR 2.08.ON |
| Section: | Employment | Issued: | Nov. 15, 2019 |
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1 POLICY

1.01 The **Community Resource Centre** is committed to protecting its confidential and proprietary information and to ensuring that client information also remains confidential. Consistent with this objective, new employees, as a condition of employment, are required to read and sign a Confidentiality Agreement prior to the commencement of their employment.

2 PURPOSE

2.01 Because of the sensitive nature of the **Community Resource Centre's** activities and operations, it is important to protect its interests and those of its clients by ensuring confidential information is not disclosed to anyone outside the organization, and among employees only on a need-to-know basis.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all employees who may have access to confidential information of the **Community Resource Centre**.

4 RESPONSIBILITY

4.01 The **Executive Director** is responsible for ensuring the Confidentiality Agreement is signed:
 (a) by employees, at the hiring stage; and
 (b) by others, before they are given access to information covered by the Agreement.

5 DEFINITIONS

5.01 The term "**Confidential or Proprietary Information**" means any secret, confidential or proprietary information of the **Community Resource Centre**, or any secret, confidential or proprietary information entrusted to the **Community Resource Centre** by any other person or entity.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

SPP HR 2.03.ON — Conditions of Employment.

7 PROCEDURE

7.01 All employees, as a condition of employment, shall sign the Confidentiality Agreement during their initial hiring documentation and any time thereafter when an updated version requires signature.

7.02 The **Executive Director**, or a designated nominee, will send a letter to employees who cease their employment, within **five (5)** days of their termination, reminding them of their duty of confidentiality.