

Oath of Confidentiality

Subject to any individual contract of employment, committee Terms of Reference, or general agreement, the following Oath of Confidentiality binds all employees, committee members, volunteers and students and is a mandatory requirement upon acceptance of a position as described:

As an employee as defined in the Kitigan Zibi Anishinabeg Human Resource Policy, I agree to abide by the following terms and conditions:

Any information involving employees of the Kitigan Zibi Anishinabeg or community members or matters of a sensitive, financial, legal or confidential nature, discussed within the course of my employment and/or at meetings is considered to be confidential information.

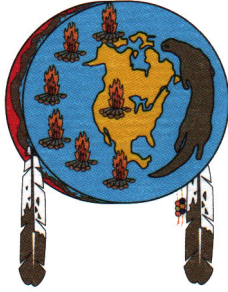
Information includes all types of information received in various media, including but not limited to, notes, verbal, email, documents, or other technological means and regardless of whether or not it is specifically marked or indicated as confidential.

Sensitive, financial, legal and/or confidential information is the property of the Kitigan Zibi Anishinabeg and must at all times be treated accordingly. This includes, but is not restricted to, tender documents, Social Assistance Records, employee performance appraisals, personnel files, client files, and any legal matters that the KZA may be involved in.

Employees, Committee members, volunteers and students must maintain strict confidentiality regarding sensitive, financial, legal and/or confidential information, both during their involvement with the Kitigan Zibi Anishinabeg and at all times thereafter (see Work Code of Ethics).

Persons subject to this Oath are also restricted, both during and after employment, from using sensitive, financial, legal and/or confidential information for personal profit or for the profit of a third party.

It is essential that sensitive, financial, legal and/or confidential information not be discussed, even on a casual basis with those outside the workplace/organization/department or field. This includes spouses, other relatives, friends and acquaintances within our outside the community. Discussions



within the Kitigan Zibi Anishinabeg offices should be conducted only on a “need to know” basis, and only through proper channels within the context of employment.

Business and confidential information as defined above must not be discussed with, nor divulged to, anyone other than those required to know as outlined above and within the parameters of this document and PIPEDA. Any breach of confidentiality may result in a request for resignation or disciplinary action as deemed appropriate, including dismissal for cause.

I fully understand and agree to the terms and conditions outlined above.

Print Name: Date:

Signature:

Supervisor and Position