

Procedure No. 1-9-1  
Replaces Procedure No. 1-9-1

Revised: 12-01-03  
Issued: 05-20-94

SUBJECT: Confidentiality

PURPOSE: To establish guidelines for employees who are in contact with sensitive records, files and information and to carry out the mandate of Organization Operations Policy No. 1.

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Many Woodhaven employees come in contact with confidential records, files and information during the course of their daily duties. In an effort to insure information of this type remains confidential, all employees who have access to records will be required to sign a Confidentiality Statement (copy attached to this Procedure).

Employees who violate the organization's confidentiality rules will be subject to disciplinary action.

Approved by: \_\_\_\_\_  
Chief Executive Officer

Date: \_\_\_\_\_

Attachment: Confidentiality Statement

**WOODHAVEN  
CONFIDENTIALITY STATEMENT**

In the interest of confidentiality for our employees and persons Woodhaven serves, all employees are required to sign and date the following statement:

During the course of my work at Woodhaven, I understand that I will come in contact with confidential information on many persons. I understand that I am committed to an oral and written bond regarding the safeguarding of this confidential information. I agree that I will not release or discuss any confidential information from a record or from any other source to any unauthorized persons including other employees. I understand that any unauthorized discussion or release of knowledge found in any record(s) will be subject to disciplinary action.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_