



Policy Type:	<b>Human Resources</b>	Creation Date:	April 27,2012
Section: Leadership Team	<b>G-LT108</b>	Page 1 of 1	
		Last Updated:	February 2023
Policy Title:	<b>Statement of Confidentiality</b>	Next Review Date:	February 2024

## Policy

Network staff are required to sign a Statement of Confidentiality prior to resuming duties with the Network. All business within the Network falls under the purview of this Oath of Confidentiality.

## Procedure

1. Current staff and board members shall at the first scheduled meeting of the Leadership team following the Annual General Meeting renew their Statement of confidentiality by signing and dating the form.
2. Any new staff shall be required to sign and date the Statement of confidentiality upon orientation.
3. The Executive Director shall ensure that all completed copies of the Statement of confidentiality are placed in a secure digital.. Documents will be retained by the Executive Director.
4. In the event of a breach of confidentiality the Executive Director shall ensure:
  - The breach of confidentiality is investigated and documented
  - if deemed to be valid:
    - The investigation will be documented and held in confidence.
    - The details of the breach of confidentiality are clarified and appropriate actions ranging from a formal reprimand up to and including dismissal
    - The Executive Director shall review and determine what actions are to be taken.



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- The Executive Director shall communicate the decision to the individual and provide follow up report to the Executive Committee.
- The Chairperson will inform the individual of the Grievance and Conflict Resolution procedures.