

Confidentiality Agreement

Employee/Intern/Volunteer

As an employee/intern/volunteer, I understand that in the course of my work for Athelas Institute, I may have access to confidential, proprietary or personal information regarding staff, clients, vendors and/or Athelas business. Such confidential information may be verbal, on paper, contained in software, visible on screen displays, in computer readable form, or otherwise, and may include, but is not limited to, personal, medical/health, financial, employment, contractual, or institutional data.

I hereby affirm that I will not in any way access, use, remove, disclose, copy, release, sell, loan, alter or destroy any confidential information except as authorized within the scope of my duties with Athelas Institute. As an employee/intern/volunteer, I must comply with applicable local, state and federal laws and company policies. I have a duty to safeguard and retain the confidentiality of all confidential information. Upon termination of my affiliation with Athelas, or earlier as instructed by Athelas, I will return to Athelas all copies of all materials containing confidential information.

I understand that I will be held responsible for my misuse or unauthorized disclosure of confidential information, including the failure to safeguard my information access codes or devices. My obligations under this Agreement are effective as of this day and will continue after my affiliation with Athelas concludes. Violation of these rules will result in discipline, which may include, but is not limited to, discharge from employment, expulsion from an internship or volunteer opportunity and or criminal prosecution under appropriate state and federal laws.

Signature

Printed Name

Date

ATHELAS INSTITUTE, INC
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