

POLICY NUMBER 21

POLICY TITLE:

CONFIDENTIALITY

WHO MUST ABIDE BY THIS POLICY?

Temporary Workers

THE PURPOSE OF THIS POLICY:

To make it clear to Temporary Workers how they must treat information about The Employment Business, clients and patients.

POLICY CONTENT:

WHAT YOU MUST NOT DO

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| Do not discuss | <ul style="list-style-type: none">• Temporary workers must not discuss the affairs of the employment business, clients or patients with anybody unless they have specific and verifiable permission to do so. |
| Do not seek | <ul style="list-style-type: none">• Temporary workers must not purposely seek to obtain confidential information about the employment business, clients or patients outside of the strict scope of their job role. |

WHAT YOU MUST DO

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| Ask advice | <ul style="list-style-type: none">• Temporary workers must always ask a manager for advice if they are not certain about how to deal with possibly confidential information.• Temporary workers must keep all information about the affairs of the employment business, clients or patients strictly confidential.• Temporary workers must always remember that the requirements of this policy are also requirements for undertaking assignments with the employment business.• Temporary workers must always remember that the employment business will report the seemingly unauthorised spreading of information to clients and patients.• Exceptions: This policy does not apply to cases where the holder of information knows that the law or the regulations that they work under requires them to report their knowledge. |
| Honour trust | |
| Employment requirement | |
| A24Group action | |

END OF POLICY