

Respect and Confidentiality Agreement

1. **Respect in the Workplace:** Our dealings with each other should be based on a mutual trust and dedication to one another and our organization. We are responsible to ourselves and our organization to treat each other with respect and dignity. All your dealings with fellow employees – be they peers, subordinates or supervisors – should be conducted as a partnership among equals, where each individual’s behaviour is governed by an overriding commitment to common goals. Your judgment is one of your most valuable assets. Avoid any activity or associations which conflict with, or appears to conflict with, the independent exercise of your judgment in the organization’s best interest.
2. **Responsibility to our clients:** The privacy of the people we serve is respected. Information gained in professional relationships is used in a responsible manner.

Confidential information has been defined as those personal facts or conditions pertaining to the client’s life which has been communicated to me and/or to Mosaic – Newcomer Family Resource Network Incorporated (“Mosaic”) for the definite purpose related to the service she or he is receiving or requesting.

It is the client’s right and expectation that such information will be respected and safeguarded by Mosaic, and all of its personnel, professional, substitutes, students, board members and volunteers.

Any information, whether it is relating to the agency, special program, staff, parents or children will be considered confidential and will not be disclosed, and any confidential material of any kind from the premises of Mosaic should be never removed unless authorized as part of her or his duties, or with the express permission or direction to do so from Mosaic.

I, _____ (print name), acknowledge that I have read and understood this respect and confidentiality agreement and agree to uphold it.

Signature

Date