

<b>Manual:</b> Human Resources	<b>Subject:</b> Ethics & Confidentiality
<b>Policy #:</b> 16	<b>Reviewed Date:</b> August 1, 2024
<b>Approved by:</b> Darlene Dale	<b>Next Review date:</b> August 1, 2027
<b>Original Date:</b> February 1, 2000	PAGE 1 of 1

## **POLICY STATEMENT**

Community Living Belleville and Area considers all affairs of the organization to be confidential. It is essential that all staff, students and volunteer members maintain the utmost confidentiality with respect to information regarding the people that we support and all personnel of the organization.

## **GENERAL**

1. The names, reasons for admission, diagnosis, treatment or any other information about any person being supported, staff members or visitors are strictly confidential.
2. Information may be given out only by the offices of the Executive Director, the Director of Services, the Director of Human Resources, or the Director of Finance.
3. Caution must be exercised when discussing a person being supported while staff members are on duty.
4. Discussion of the organization's business outside the organization is a serious infraction of ethics.
5. False, vicious or malicious statements concerning any employee of the organization or its services will bring disciplinary action.
6. It is a violation of the organization's policy should any employee divulge confidential information of any nature about people we support without appropriate prior authorization.
7. The business of the people we support and the organization's business must never be discussed with people not concerned with such information, either in or outside of the organization. Failure to observe the confidentiality of information will warrant disciplinary action.