

Corporate Policies

SECTION: TERMS & CONDITIONS OF EMPLOYMENT		
SUBJECT: Confidentiality		
POLICY/PROCEDURE NO. 2.6.0	EFFECTIVE DATE: October 16, 2002	PAGE: 1 OF 2
SUPERCEDES POLICY DATED: June 2000	APPROVED BY: Council AF123-2002	

POLICY STATEMENT:

The Corporation recognizes that by virtue of their employment, employees will have access to information regarding its business and affairs. Information of a sensitive and confidential nature shall be shared upon receipt of the proper consent or as otherwise required by law or in the interest of public and/or personal safety. It is also understood that the relationship that employees have with the Corporation is also privileged and confidential.

Breach of confidentiality is a serious offence and may result in discipline being imposed, up to and including dismissal.

PURPOSE:

To maintain public and employee confidence in the integrity of the Corporation's business affairs.

SCOPE:

All employees.

PROCEDURE:

1. Employees are to ensure that confidential information in their custody is adequately secured at all times and conversations of a confidential nature take place in a secure area.

If confidential information has gone astray, employees are to immediately inform their supervisor so that a recovery plan can be implemented.

2. Employees will sign a confidentiality agreement at time of hire, at a change of status (transfer, promotion, appointment) or at any other time as deemed necessary by the Corporation.
3. Employees shall properly file and/or dispose of all necessary documentation, including confidential information with regard to the business and affairs of the Corporation.

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4. The supervisor will immediately investigate an alleged breach of confidentiality, made known to any member of management. Upon completion of the investigation, corrective action will be taken.

ACCOUNTABILITY:

All employees of the Corporation are to act in accordance to this policy. Additionally, supervisors are accountable to ensure adherence to the policy as outlined.

ADMINISTRATION:

Human Resources Division, City of Brampton 1st Flr-2 Wellington St. West Brampton, Ontario L6Y 4R2

CONTACT:

Human Resources Division