

## **Employment Conduct**

### **Purpose**

To ensure confidentiality of Regina Roman Catholic Separate School Division (RCSD) information, the proper use of Regina Roman Catholic Separate School Division's property, specifically information relevant to the Office of the Director. This policy applies to all Personnel working for RCSD. Confidential information about RCSD, its customers, clients, suppliers, or employees should not be divulged to anyone other than persons who are authorized to receive such information. When in doubt as to whether certain information is confidential, no disclosure should be made without first consulting the Director. The basic policy of caution and discretion in handling of confidential information extends to both external and internal disclosure.

Confidential information obtained as a result of working with RCSD is not to be used for the purpose of furthering any private interest, or as a means of making personal gains. Confidential information pertaining to finances, request for medical leaves, medical documentation, type and duration of leaves, private business activities and plans of the RCSD is considered the organization's property. Use of such information for personal advantage, private speculation or gossip is strictly forbidden.

Failure to comply with the terms set forth in this agreement can and shall result in disciplinary measures.

Your acknowledgement indicates that you have read and understand this confidentiality document and the consequences should it be breached.