



Human Resources/Organizational Effectiveness/Occupational Health

CONFIDENTIALITY STATEMENT

Ascension Health is committed to promoting an environment that retains the trust and confidence of all Contingent Workers within our Health Ministries. In our day to day work processes we hold positions that have access or may become aware of highly sensitive personal, medical and workplace information. This information should be kept in the strictest confidence and only released on a need to know basis. Our conduct should reflect the values and mission of our Health Ministries and serve as an example for all health system Contingent Workers.

I am aware and agree to abide by the following:

- **All content in the departmental file is confidential.** All content consists of, but is not limited to, personal information, salary, benefits, payroll, education, licensure, certifications and corrective action/positive redirection plans. Removal of departmental files is prohibited (unless exceptional circumstances warrant removal). **Under no circumstances are the files to be removed from the health system premises.**
- All content maintained in the Contingent Worker Health/FMLA file which is related to a Contingent Worker’s personal medical information is governed by the Health Ministry HIPPA Policy.
- The prohibitions in releasing or publicly discussing the contents of the Ascension Health & Contingent Worker Health/FMLA files; including situations which may occur to Contingent Workers that could, if divulged, jeopardize their reputation in the community or within the health system.
- There are prohibitions of divulging any information related to Contingent Worker Relations. The understanding of discretion and confidentiality must be maintained during these issues and any information should only be shared when it is legally required or essential to the resolution of an incident.
- The fact that all questions regarding release of Contingent Workers information which are not within the accepted policies and practices of the Health Ministry will be referred to the Human Resources Executive Director and/or the Chief Human Resource Officer for review and comment prior to release.

I have read the above and understand that any violation of these guidelines could result in termination of contract and/or assignment.

Contingent Worker’s
Name

Contingent Worker’s
Signature

Date