

CONFIDENTIALITY AGREEMENT

Employees, caregivers, subcontractors, and/or volunteers who work directly with children or families at/from New Horizons Ranch and Center, Inc. have access to privileged information regarding those we serve such as the client's past experiences, present treatment and future plans.

Employees, caregivers, subcontractors and/or volunteers are required to handle this information in a responsible, sensitive and confidential manner.

As a condition of employment, subcontracting, and/or volunteer work with New Horizons Ranch and Center, Inc. I understand and agree to the following:

1. All information, written, verbal or electronic, which I receive in connection with my job/duties, is the property of either New Horizons Ranch and Center, Inc. or customers of New Horizons Ranch and Center, Inc. I expressly agree that all such information will be held in strict confidence and I accept full responsibility for maintaining the confidential and private nature of all clients' records.
2. I understand and agree that if I release any confidential information referred to in paragraph 1, other than to New Horizons Ranch and Center, Inc. employees/subcontractors/volunteers as directed by New Horizons Ranch and Center, Inc. or its consumers; my employment/subcontract/volunteer work may be immediately terminated.
3. I also understand that any violation of this agreement could result in immediate termination.
4. I further understand that this Confidentiality Agreement neither expressly nor implicitly creates a contract for employment. My employment/subcontract/volunteer work may be terminated, either by me or by New Horizons Ranch and Center, Inc., for any reason, at any time, with or without notice.

Employee/Caregiver/Subcontractor/Volunteer's Signature

Date

HR/Supervisor/Witness' Signature

Date