



Workforce Confidentiality Agreement

Presbyterian Healthcare Services' (PHS) information is a vital asset and should be protected from loss, unauthorized change, and inappropriate disclosure or use. Information accessed during the normal course of operations must be protected like any other asset. All information, data, and documents should be treated as confidential and for PHS use only.

Members of PHS' workforce, which include employees, volunteers, and contractors, have an obligation not to disclose confidential information gained during the course of employment or business relationship with PHS. Workforce may not use confidential information obtained in the course of employment or business relationship with PHS for the purpose of advancing any private interest or otherwise for personal gain.

Additionally, information or access to information gained by a member of the workforce during the course of performing work for Presbyterian, should only be used in the manner it is intended. Workforce have an obligation not to access information that does not pertain to the specific position held and are expected to access only information that is necessary and warranted for that position.

Information that is considered confidential includes, but is not limited to the following examples:

Protected Health Information and other patient/customer/member information including:

- Medical records
- Claims information
- Patient/customer/member lists
- Patient/customer/member demographic information including addresses, date of birth and contact numbers

Any and all financial or business strategy information related to the operations of the Presbyterian Healthcare Services Enterprise (which encompasses Presbyterian Delivery System [PDS] and Presbyterian Health Plan [PHP]), including:

- Passwords
- Financial information
- Contracts
- Operating methods
- Marketing strategies
- Workforce lists

Revealing confidential information in an unauthorized manner is prohibited. PHS conducts random monitoring of system usage and access. Inappropriate access is prohibited. Accessing, disclosing, or using confidential information in an unauthorized manner will result in corrective action up to and including termination of employment or other business relationship.

I attest that I have read and understood this Confidentiality Agreement.