

SSS Staff Member Confidentiality Statement

Maintaining confidentiality demonstrates respect for the privacy of our colleagues, clients, and the people and organizations with whom we work. Strategic plans, reports, working notes, financial information, business development strategic and technical information (including proposals, strategies, client leads, contacts, contracts and related correspondence), and staff personnel information (salary information, specifically) should be treated confidentially, accessed on a need-to-know basis, appropriately safeguarded when not in use, and not discussed or disseminated other than in the course of conducting the business of our organization. Staff members will not discuss SSS policies, business decisions, or confidential staffing information with anyone who does not have a legitimate business need to know. If you are made privy to this information in the course of carrying out the duties of your position, you are in effect a confidential staff member; as such, maintaining confidentiality is an essential function of your job and you are subject to the same standards of confidentiality as other staff members in sensitive roles.

The company will not release sensitive or personal information about employees to third parties, other than insurance carriers and third party benefits administrators with a legitimate need to know, without the express written consent of the employee, unless the information is requested by a court order or the request is made by a Federal agent conducting a duly authorized security investigation.

This confidentiality statement applies to discussions, both formal and casual, that take place inside and outside the office. Staff members who work with confidential or sensitive information should ensure that the information is safeguarded in their absence from the work area so that disclosure of confidential information is prevented. Violations of this confidentiality statement may be grounds for disciplinary action, up to and including dismissal.

Staff members in doubt about the confidentiality of any material or information should consult their group vice president or center director before divulging any information.

SSS staff members are required to comply with SSS standard operating procedure CRB-GEN-002 "Good Documentation Practices" and to adhere to the procedures contained in it as well as the confidentiality disclosure requirements described within the above statement.