

CONFIDENTIALITY:

Every municipal employee/contractor must hold in strict confidence all information of a confidential nature acquired in the course of his or her employment with the municipality.

Confidential information means information that is not part of the public domain and information designated by council as confidential, such as personal information, internal policies, items under any legal proceeding, etc.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use information that is obtained as a result of his or her employment and that is not available to the public to:

- further, or seek to further, his or her private interests or those of his or her family; or
- seek to improperly further another person's private interests.

All employees of the contractor are automatically obligated to adhere to this code of confidentiality, and must be informed of the same. Contractor is responsible for all actions of their employees in this regard.

I, _____ understand and will abide with preserving confidentiality while holding this contract.

Signed this _____ day of _____, 20__.

Contractor

Town Official