



Southern Crescent Personnel

CONFIDENTIALITY AGREEMENT

It is the policy of Southern Crescent Personnel, Inc., or its assigned Client(s); that any patient, financial, employee, payroll and related information are strictly confidential and/or proprietary information.

I understand that, in the course of my work, I may learn information which is confidential and under federal and state law or which is considered confidential and/or proprietary by Southern Crescent Personnel, including but not limited to patient medical information, or other information considered personal by patients and their families, financial information, and employee and payroll information. I agree to keep confidential all such information, whether verbal, written or computerized, which I learn in the course of my work for Southern Crescent Personnel. I will not discuss patient or family information with anyone not immediately concerned with or involved with a particular patient's care or treatment. I will not discuss organizational information with anyone who does not have a business need-to-know. In addition, I will not discuss patient or organizational information in public areas (such as elevators, cafeterias, etc.)

I agree that I will not access or attempt to access any information whether paper or electronically, unless the information is relevant to my job and I am clearly authorized to access it.

I understand that the logon ID, computer password, and other credentials (hereinafter "credentials") assigned to me by Southern Crescent Personnel and/or assigned Client(s) are to be used solely by me in connection with my authorized access to information. I understand that use of my credentials by anyone other than myself is strictly prohibited. I will not share my credentials with anyone and I will take all necessary steps to protect the confidentiality of my credentials.

I understand electronic mail is Southern Crescent Personnel and/or assigned Client(s) property and subject to organizational review and should be used only for business purposes. I also understand and certify that the use of my electronic or digital signature to authenticate documents is the equivalent of my handwritten signature on the documents.

I understand it is my responsibility to read and to abide by any and all policies and procedures regarding the use and distribution of information by Southern Crescent Personnel and/or assigned Client(s) currently in effect or which may be implemented or revised from time to time. I understand that information access will be monitored and any violation of Southern Crescent Personnel and/or assigned Client(s) policies and procedures will be reported to the appropriate individual(s) and may result in disciplinary action against me including termination of employment or other affiliation(s) with Southern Crescent Personnel and/or assigned Client(s), as well as prosecution to the fullest extent of the law.

I HAVE READ THE ABOVE CONFIDENTIALITY AGREEMENT AND I AGREE TO COMPLY FULLY WITH ITS TERMS.

Please print your name clearly.

Signature

Date

HARASSMENT FACT SHEET

1. Sexual Harassment is Unwelcome and Illegal Sexual Conduct

- Sexual harassment is behavior of a sexual nature that is unwanted by and unwelcome to its target.
 - Victims may experience emotional or physical harm or become unable to perform their jobs.
 - Workplaces may suffer from poor working relationships, morale, and productivity.
- Sexual harassment is illegal discrimination under the Civil Rights Act, Title VII.
 - Employers, government agencies, and the courts are receiving more complaints of sexual harassment.
 - Large and small employers have been ordered to pay large financial awards to employees who were sexually harassed on the job.
- Workers' compensation insurance may cover emotional distress resulting from sexual harassment as a workplace injury.

2. Sexual Harassment Can Take Many Forms

- It may be one highly offensive incident or a series of smaller incidents.
- It may be a request for sexual favors, unwanted touching, or repeated sexual comments.
- Harassers or victims may be of either sex, the same sex, or the opposite sex.
- Harassment may be physical, ranging from unwanted touching to kissing to rape.
- Harassment may be verbal, ranging from sexual threats to sexual teasing to sexual jokes or comments to personal sexual questions.
- Harassment may be nonverbal, ranging from lewd gestures to leering to circulating sexual printed materials.
- Harassment is generally defined by how the behavior is received.
 - Unwanted, unwelcome behavior of a sexual nature is harassment.

3. Quid Pro Quo Sexual Harassment Ties Sex to Employment Decisions

- Quid pro quo ("something for something") is often an abuse of power.
 - A job-related reward such as a raise or promotion may be promised in exchange for sexual favors.
 - A job-related penalty such as being fired may be threatened for failing to provide sexual favors.
- The U.S. Supreme Court says a quid pro quo sexual situation is harassment even if the harasser doesn't follow through on the promise or threat.

4. Sexual Harassment May Create a Hostile Work Environment

- A hostile work environment unreasonable interferes with someone's work performance.
 - Sexual teasing, constant sexual discussion or jokes, or other behavior by one or more people may create this type of sexual harassment.
- A hostile, intimidating, or offensive work environment is generally defined by how the individual perceives it.

5. Sexual Harassment is Defined by the Behavior's Result, Not Intent

- The victim defines what's undesirable or offensive.
- Harassment victims should always clearly tell harassers that the behavior is unacceptable.
 - If that doesn't stop the harassment, the victim should report it according to company procedures.
- Employers can be liable for sexual harassment claims unless they develop, communicate, and enforce policies that:
 - Define and ban sexual harassment.
 - Spell out how to report and investigate sexual harassment.
 - Follow through on investigations and take appropriate action to correct situations and penalize harassers.
- It is illegal for employers to retaliate against employees who make sexual harassment claims or cooperate with such charges or lawsuits.

Applicable Regulations: Civil Rights Act Title VII, Civil Rights Act of 1991