

7.01 Confidentiality

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to safeguard the privacy of all clients, employees, trustees and customers.

Procedure:

Legally, ethically and morally, the client, employee or customer represents the only entity with the right to reveal or authorize the release of information.

Employees are required to:

- Request and use only that information which is needed to effectively conduct business.
- Consider information collected and maintained to be of a confidential nature, recognizing our responsibility to provide adequate safeguards to maintain confidentiality.
- Refuse to make available, without the knowledge of the individual, information to outside agencies or organizations except to provide routine service or as required by law.
- Correct or delete any information found to be inaccurate
- Expect all employees and clients to conform to well established, ethical standards as to the confidentiality of information held by Licking/Knox Goodwill Industries, Inc.
- Release information regarding a present or past employee or client of Licking/Knox Goodwill Industries, Inc. only with the expressed, signed acknowledgment of the individual. An "Authorization to Release Information" form will be used for this purpose.

Only the Director of Human Resources, Director of Safety and Security, Vocational Rehabilitation staff or the CEO/President are permitted to comment on, provide information about, or otherwise discuss information about job status, job performance, employment referrals, references, and nature of disabilities, and ONLY when a signed "Authorization to Release Information" form is obtained.

Employees of Licking/Knox Goodwill Industries, Inc., are instructed that ALL inquiries of any nature concerning present or past employees must be forwarded to the Director of Human Resources and, in his/her absence, to the CEO/President.

Any violation of this policy will result in severe disciplinary action up to and including TERMINATION OF EMPLOYMENT from Licking/Knox Goodwill Industries, Inc.