

I understand my responsibility as an employee of Community Blood Center/Community Tissue Services (CBC/CTS) to ensure that all rules of confidentiality, as stated in the Administrative Policy Manual, are observed.

All donor/patient/customer/employee lists are property of CBC/CTS. All donor/patient/customer/employee lists should be treated as physical property and considered trade secrets. Therefore, I agree not to disclose any confidential or competitive information to parties who are not entitled to it while employed at CBC/CTS, or after I leave.

I also understand that any breach of confidence of a donor's medical history, the removal or use of donor records, donor/customer or employee lists without approval, will be cause for disciplinary action up to and including discharge.

I further agree that I will neither disclose to any other person, firm, or corporation nor use for my personal benefit, during or after my employment, any information relating to CBC/CTS' confidential affairs, experimental or research work, inventions, methods, processes, tools, machinery, formulas or drawings unless specifically authorized in writing by CBC/CTS excluding such skills and information considered to be common knowledge. I will promptly deliver to CBC/CTS upon termination of my employment with CBC/CTS or at any time that it may so request, all documents or items of a confidential nature belonging to CBC/CTS.

If I become aware of any confidential information being disclosed, even inadvertently, I will inform the appropriate person.

I will exercise good faith by not using my position, or any company information acquired during my employment with CBC/CTS, for personal gain.

This agreement replaces all previous agreements between myself and CBC/CTS. In acknowledgement of my obligation to maintaining confidentiality, this agreement shall not terminate upon severance of my employment by CBC/CTS.

As a matter of record, the under noted is a complete list of all inventions and improvements, patented or unpatented which I have made or conceived prior to my employment, and I desire that these inventions and improvements shall be excluded from this agreement.

\_\_\_\_\_  
Accepted and Understood  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)



<b>Applies To:</b>	<b>All Employees</b>
<b>Review/Approval Requirements:</b>	<b>Director, Human Resources</b>

<b>REVISION TRACKING</b>			
<b>Rev #</b>	<b>Explanation of Changes</b> <i>(include what changed including reason, when applicable)</i>	<b>Change Initiated By</b>	<b>Implementation Date</b>
Rev 00	Formerly HR Form 318. Removed "I acknowledge that as an employee of CBC/CTS I will be required to read and sign this agreement annually."	LMT	7-6-12