

# Camirage Imaging Services Inc.

## EMPLOYEE CONFIDENTIALITY AGREEMENT

I, \_\_\_\_\_ of \_\_\_\_\_  
(name) (address)

---

in the Province of British Columbia, agree that my employment by Camirage Imaging Services Inc., hereafter known as **CIS**, shall be strictly on the following terms and conditions:

1. I acknowledge that I have been advised by **CIS** that all information and documents that I may have knowledge of or access to through my employment with **CIS** are strictly confidential.
2. I undertake and agree, at all times, to treat as confidential all information acquired through my employment with **CIS**, and not to disclose same except as authorized in the course of my employment or by law. I acknowledge that such information is not to be altered, copied, interfered with or destroyed, except upon authorization and in accordance with the policy of **CIS**. I will not discuss such information with any party, nor will I participate in or permit the release, publication or disclosure of such information, nor will I copy, distribute, or disseminate such information, except as authorized in the course of my employment or by law.

I understand that this agreement and undertaking includes:

- (a) never discussing the personality of a client, his or her file or any details thereof with anyone other than a staff member of **CIS** directly concerned;
  - (b) avoiding the use of the names of clients in conversations with other clients, friends or relatives;
  - (c) ensuring that disclosures of information are made only to persons entitled to that information;
  - (d) ensuring that conversations relating to clients or other **CIS** business are not conducted in the elevator or in public areas where conversations may be overheard by those other than **CIS** staff; and
  - (e) ensuring that confidential information or personal matters concerning **CIS** staff, are not divulged or discussed unnecessarily with other staff members.
3. I understand that compliance with the confidentiality requirements of **CIS** is a condition of my employment and that failure to comply may result in termination of my employment by **CIS**.

4. I agree to be bound by the provisions of this Agreement and will continue to be so bound following the termination of my employment.
5. I have been advised that I have the right to seek independent legal advice prior to signing this agreement.

SIGNED at \_\_\_\_\_, British Columbia, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of staff member

\_\_\_\_\_  
Witness