

County of Gloucester
Human Resources Manual

CHAPTER:	2 - RECRUITMENT AND PLACEMENT	ADOPTED: 3/7/06
SECTION:	7 - ORIENTATION	REVISED: 5/22/24

**EXHIBIT B – STATEMENT OF
CONFIDENTIALITY & NONDISCLOSURE OF INFORMATION**

It is understood between the employer, Gloucester County, and all employees thereof, that during the term of his/her employment, the employee will be dealing with or will be exposed to CONFIDENTIAL information, process, and matters in connection with the employer's business of rendering public assistance and various social services to the public.

WHEREUPON, the employee agrees and stipulates herein that he/she will NOT at any time, in any fashion, form, or manner, either directly or indirectly, divulge, disclose, or communicate to any person, firm, or occupation in any manner whatsoever any information of any kind, nature, or description, concerning any matters affecting or relating to the business of the employer, including, without limiting the foregoing: the names and addresses of any of its clients, the amount of assistance received by any client of the employer, of any other information of, about, or concerning the business of the employer, its manner of operation, its plans, clients, processes, or other data of any kind, nature or description. All documents that the employee prepares or confidential information that might be given to him/her in the course of his/her employment, are the exclusive property of the employer and shall remain in the employer's possession on the employer's premises. Under no circumstances shall any documents be removed without employer's consent thereto first being obtained.