Confidentiality Agreement - Draft

The Vermont General Assembly requires its legislative staff, paid interns, and pages to maintain the highest level of confidentiality with respect to legislative information that they may handle as stated in the Confidentiality Policy (*#00009*).

I understand that as staff member, paid intern, or page of the Vermont General Assembly I will have access to confidential communications and information and I share in the responsibility of safeguarding confidential communications and information.

As a condition of my employment with the General Assembly, I have reviewed the Confidentiality Policy and agree to comply with its requirements and any related guidance or protocols for safeguarding the confidentiality of legislative communications and information. I further agree, unless disclosure of confidential information is authorized by law, that I will promptly inform my supervisor or another appropriate individual of any breach of confidentiality or security that I know of or become aware of.

I understand that I may use confidential information only in conjunction with the duties and responsibilities of my position in a manner that is consistent with the requirements of the Confidentiality Policy. Any other use of such information may be grounds for disciplinary action up to and including termination of employment or dismissal.

I understand that this agreement and the Confidentiality Policy do not restrict me from reporting any instances of sexual harassment, discrimination, or other violation of law that I become aware of to a supervisor or other appropriate authority.

I understand that this Agreement and the requirements of the Confidentiality Policy shall apply to me throughout my employment with the General Assembly and will continue to apply to me following the conclusion of my employment with the General Assembly.

Name: _____

Signature: _____

Parent/Guardian Signature (if employee is minor): _____

Date: _____

Legislative Staff ☐   Paid Intern ☐   Page ☐