



ARCHDIOCESE OF REGINA

Policy Name:	Confidentiality	Number:	S3-4
Policy Type:	Conditions of Employment	Date Approved:	February 2017
Legislation:	Saskatchewan Employee Act—Division 2	Date Revised:	

Policy Statement: As conditions of employment employees of the Archdiocese are required to sign an Oath of Confidentiality binding them against release or disclosure of information acquired during their employment, while employed and after leaving the employment of the Archdiocese, unless specific written authorization to do so has been given.

- Procedure:**
- a) On or before the commencement of employment, and as an integral part of the Contract for Employment, an employee will be required to sign an Oath of Confidentiality (Appendix A). This form is placed in the employee’s file.
 - b) An employee’s immediate supervisor is to inform their superior immediately if a breach of this policy has occurred or is alleged to have occurred (Policy S1-3: Diocesan Expectations of Employees)
 - c) An investigation conducted by the Pastoral Department will occur.
 - d) If it is found that the employee is in breach of this policy, appropriate steps will be taken as found in Policy S6-8: Termination of Employment
 - e) If an employee is obligated by law and/or the courts to disclose confidential information, the employee must inform their immediate supervisor and the Chancellor immediately, before disclosing any information.
 - f) Failure to follow this policy may result in disciplinary action being taken up to and including termination of employment.

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