



**MENTORING WORKS2, INC**  
Leading the spirit of our youth into the future...

## **2007-2008 CLIENT CONFIDENTIALITY FORM**

All Contractors of Mentoring Works2, Inc (hereinafter referred to as “MW2”) must recognize that the relationship with each client obligates us to hold any knowledge of client affairs in strict confidence. The right to make disclosure of client affairs rests solely with the client. To assure that this right is not violated all MW2 Contractors should consider all work confidential. This is true whether the information is imparted directly by the client or by Contractors, or through familiarity with files and other materials. Discussion of a client’s affairs must be limited to that which is required to provide competent and efficient service. Care must be exercised to ensure that any such discussions are conducted in such manner and places so as to prevent inadvertent disclosures.

All MW2 Contractors should be careful not to discuss the work of MW2 with friends or family, or anywhere where they might be overheard (elevators, restaurants, etc.). Further, all Contractors must exercise extreme care to ensure that documents in preparation or in final form are not left exposed to the casual curiosity of others. In this regard, information or papers must never be given to any person outside of MW2 without the approval of the President.

The obligations of confidentiality as set forth above continue unconditionally even after an individual ends MW2’s service. In event of your separation from service, all client information and MW2 property/documents must be accounted for and provided to the President or his/her appointee.

I agree to adhere to the above client confidentiality statement.

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Printed name

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Signature

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Date