

## About This Document

<b>owner</b>	HR
<b>access &amp; use</b>	Managers & HR
<b>what it is</b>	<p>A script for an emailed conduct agreement between the manager and the manager's delegate.</p> <p>Used for:</p> <ul style="list-style-type: none"> <li>◆ Delegating work to a designate who may come across sensitive or confidential information during an assignment.</li> <li>◆ Receiving confirmation from a delegate that they understand confidentiality protocols and the consequences of non-adherence.</li> </ul> <p>This confirmation is often required in the recruiting &amp; hiring function, where administrative tasks may be delegated.</p>

## Why This Process is Important

Clearly articulating confidentiality protocols, and requesting confirmation that the delegate understands these protocols, will ensure your staff understand company expectations with respect to the handling of sensitive or confidential information, and increase the likelihood those expectations will be followed.

## Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ If required, you can copy and paste to add additional sections to the script. To preserve the formatting in your document when copying and pasting, click the small arrow beneath the **Paste** command and then select either the **Keep Text Only** or the **Merge Formatting** option.

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5. You will not discuss the names of candidates with anyone other than HR or me. Candidates send their applications to us in confidence and expect that their applications remain confidential and are not leaked internally or outside the Company.
6. You will not divulge personal or sensitive information about any candidate to anyone.
7. You will not discuss with anyone if you are inadvertently exposed to any kind of sensitive information including salary, shortlisted or disqualified candidates, interview questions, interview notes or comments, or testing results.
8. Any printed copies of candidate applications, or any other sensitive information, will be locked at all times until it is eventually handed over to HR or myself at the end of the process.
9. You will treat candidates as customers at all times. Candidates form an impression of the Company with their first contact with us, and you will be responsible for that initial contact and first impression.

HR policy requires that you reply to this email and confirm your understanding of the above before you begin this project/assignment. **Include the following text in the body of your reply email:**

*I acknowledge that I have read, understood, and will abide by the required conduct set out in the email below and that intentional non-compliance of the terms set out in this document may result in disciplinary action.*

Thank you, **INSERT: Delegate first name.**