



"We are your personal in-home concierge"

CONFIDENTIALITY POLICY

I, _____ (print name), an employee of TECS, LLC, have been informed and trained regarding all policies and procedures on Confidentiality Rights of Consumers. I understand that in the course of my employment I will have access to confidential information. I agree to maintain said confidential information with the highest degree, not sharing with anyone outside of the organization without prior authorization to do so. I also understand that if I do improperly release or disclose confidential information, I will be subject to disciplinary action (up to and including termination), as well as civil penalties, as allowable by law.

Signature: _____ Date: _____