



NON-DISCLOSURE STATEMENT

The rule of thumb to remember is that all information gathered by, retained, or generated by the CareSpot LLC is confidential. There shall be no disclosure of any confidential information or trade secrets to anyone outside the CareSpot LLC without the appropriate authorization. Confidential information may include internal reports, policies, procedures, and other internal business-related communications. Trade secrets may include information regarding the development of systems, members, members' information, processes, products, design, instrument, formulas, and technology, in addition, always respect financial disclosure laws and third-party intellectual property.

It is your duty and responsibility to safeguard all confidential information. This includes the dissemination of information by any available means, including but not limited to members, members' information, telephone, fax, and email.

When any inquiry is made regarding members' information, an employee or any former employee, the inquiry must be forwarded to your supervisor without comment on your part. When any inquiry is made regarding any client or members, members' information, the inquiry must be forwarded to CareSpot LLC management.

Confidential information shall be disclosed and/or discussed only on a "need to know" basis. Conversation of a confidential nature must never be held within earshot of the public or clients.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. In addition, nothing in this policy is intended to infringe upon employee rights under Section Seven (7) of the National Labor Relations Act (NLRA).

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____