

**Dr. Pablo O. Memorial Hospital  
B.S. Aquino Drive, Bacolod City**

**CONFIDENTIALITY AGREEMENT**

I agree that while I am under the employ of The Riverside Medical Center, Inc., I shall not verbally or in writing divulge or disclose to another employee, person, company, or another organization, any confidential information belonging to my employer or relative to my employer's affairs or dealings that may come upon my knowledge except when authority has been entrusted to me to do so.

I shall not use for my own personal gain whatever confidential data or information that I may encounter within the period of my employment.

All records, data, reports, and other documents that are considered confidential that I may obtain or come across with during my period of my employment are considered the property of the hospital/employer and I may not in anyway reproduce the same unless with authority or clearance from Top Management. Upon the end of my employment, these confidential documents shall be properly turned over to my direct superior with proper documentation, otherwise, I shall not be given an exit clearance by employer or this hospital.

Confidential information shall include all data and information, whether soft or hard copies, that have been classified as confidential such as financial statements, employees' 201 file and related records comprising of personal and employment files, masterfile update, payroll, pay slips, patient information and chart, patient treatment, suppliers' and contractors' quotations, employees' health records and other similar or related documents and information. If such documents are needed in carrying out my duties and responsibilities, I shall formally request for such information in writing and with approval of my direct superior.

If in the course of my employment, I happen to be custodian of any confidential document and another party shall request from my end to provide them with such document, I shall only provide the requested document upon receipt of a formal request with proper authorization. All requested confidential documents must be properly sealed before releasing to the requesting party.

I acknowledge that any violation of this Confidentiality Agreement shall be subject to disciplinary measures. This Confidentiality Agreement shall be binding on me even after my termination with my employer has ceased. Any breach of this Confidentiality Agreement shall warrant my dismissal from employment without prejudice to the filing of the civil/criminal case against me.

EMPLOYEE'S NAME & SIGNATURE  
DATE: