



Next Steps Employment Services Corp.

## CONFIDENTIALITY STATEMENT

**All information, which comes to my attention regarding my OJT employment opportunity and Next Steps Employment Services, Corp. VRE Program is completely confidential.**

Information about a client or in a client's record may be released only when the individual, a guardian or your direct OJT supervisor signs an authorization to release specific information or records.

**Willful disclosure of information, including photographs and names of clients, is grounds for dismissal without notice.**

I have read and understand the confidentiality policy of Next Steps Employment Services, Corp. and I understand the consequences of failing to adhere to this policy. I, therefore, agree to abide by this policy always.

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OJT Employee Signature

Date