



Advanced Staffing Associates

Employee Confidentiality Agreement

In connection with and during the course of your assignment as a temporary, contracted, and/or payrolled employee at ASA's client, you may be exposed and become privy to the ASA's and the client's Confidential Information.

Confidentiality is of the utmost importance at Advanced Staffing Associates. Just as we take precautions to safeguard your personal information and the information of our clients, you are also responsible for taking precautions to safeguard information you learn from working at one of our clients' facilities and at ASA. During the course of your relationship with Advanced Staffing Associates, and in consideration for the job-hunting and/or job-placement services provided by ASA, you agree to abide by the following Confidentiality Agreement:

From the date of disclosure, you agree to hold all such Confidential Information in trust and confidence for the client and not to use such Confidential Information other than for the benefit of the client. For such period, you agree not to disclose, divulge, or otherwise disseminate any of the client's Confidential Information to a third party without prior written permission from the client and ASA. You further agree to keep the Confidential Information in confidence and use it only in the performance of your duties in the assignment and that you will not use the information for any other purpose, except as you are expressly allowed to do so by the client.

You agree that all of the items prepared for or submitted to the client by you during your assignment at the client's facilities shall belong exclusively to the client, and shall be deemed to be works made for hire. You hereby assign to the client the ownership of all copyright rights in the deliverable items and the client shall have the right to obtain and hold in its own name copyrights, registrations, and similar protection which may be available in the deliverable items.

You further acknowledge that your services may require access to the client's computers, and in such event you agree to comply with all of the client's data and software security requirements. You agree that you shall not:

- Disclose to other individuals any password associated with your user identification;
- Access or attempt to access any data or computer files that you are not authorized to access; or
- Create, read, execute, destroy, erase, or copy any computer program, files or documentations that are not required to perform your services for the client under this Agreement.

You understand that any violation or attempted violation of the foregoing requirements will be the basis for your immediate termination from your assignment with the client, and that you will be liable for any damages caused by your violation of this Agreement.

In consideration of the opportunity to work or continue working for Advanced Staffing Associates, in such capacities as may be mutually agreed upon from time to time by Advanced Staffing Associates, I hereby also agree as follows;

1. I will not, during the period of my relationship with Advanced Staffing Associates or at any time thereafter, use disclose, directly or indirectly, to any entity, any proprietary information of Advanced Staffing Associates. Any documents, data and other materials of any kind, nature or description relating to the Proprietary Information shall at all times remain the property of Advanced Staffing Associates and, I shall immediately return to Advanced Staffing Associates all of such documents, data and other materials, and all copies or extracts thereof, whether written or electronic form upon termination of my working relationship.
2. All business systems and concepts of which I am made aware as a consequence of my association with Advanced Staffing Associates will not be used by me, directly or indirectly, in assisting any other person or entity, in any manner or context that is competitive with the business of Advanced Staffing Associates or entity that is a customer or client of Advanced Staffing Associates during my association with Advanced Staffing Associates.
4. I shall not, during my association with Advanced Staffing Associates and for a period of one (1) year thereafter, either on my own account or by providing assistance to others, attempt to do any of the following:
 - (a) encourage any customer, client or other business relationship of Advanced Staffing Associates or any former customer, client or other business relationship of Advanced Staffing Associates to terminate or adversely alter such relationship, whether contractual or otherwise, to the disadvantage of Advanced Staffing Associates;
 - (b) encourage any potential customer or client not to enter into a business relationship with Advanced Staffing Associates;
 - (c) impair or attempt to impair any relationship, contractual or otherwise, written or oral, between Advanced Staffing Associates and any customer, client or other business relationship of Advanced Staffing Associates; or
 - (d) compete with Advanced Staffing Associates either directly or indirectly, as principal employee, agent, consultant or in any other capacity.



Assigned Employee Acknowledgement

Employees of Advanced Staffing Associates are bound by ethical and legal codes to protect and maintain the confidentiality and privacy of all information learned in the course of employment to Advanced Staffing Associates and its clients. As a condition of my assignment by Advanced Staffing Associates to CLIENT, I hereby agree as follows:

- I will not, during the period of my relationship with Advanced Staffing Associates disclose, directly or indirectly, to any entity, any proprietary information of Advanced Staffing Associates encourage any customer, client or other business relationship of Advanced Staffing Associates to terminate or adversely alter such relationship, to the disadvantage of Advanced Staffing Associates
- Depending on my assignment, I will adhere to strict patient confidentiality. I agree and acknowledge that discretion should always be used when discussing patient information and should not be discussed with anyone other than those who are directly responsible for the patient's care and treatment.
- I will not use, disclose, or in any way reveal or disseminate to unauthorized parties any information I gain through contact with materials or documents that are made available through my assignment at CLIENT's or which I learn about during such assignment.
- I will not disclose or in any way reveal or disseminate any information pertaining to CLIENT or its operating methods and procedures that come to my attention as a result of this assignment.
- Under no circumstances will I remove physical or electronic documents or copies of documents from the premises of CLIENT.
- I understand that I will be responsible for any direct or consequential damages resulting from any violation of this Agreement.

The obligations of this Agreement will survive my employment by Advanced Staffing Associates.

EMPLOYEE

Signature: _____

Printed Name: _____

Date: _____