

**CONFIDENTIALITY POLICY**

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It is the policy of XYZ FIRM that matters related to the firm and its practice are not to be discussed in the presence of any unauthorized persons. It is understood that some of the matters in the office are sufficiently interesting to tempt personnel to engage in conversation that may breach the rule of confidentiality. Therefore, it is extremely important that everyone exercise extreme care in this area. The information received in the office is the private property of the client and aside from the embarrassment that would result from any unauthorized disclosure, there is the likelihood of creating legal liability and prejudice to the client's case. Additionally, attorneys keep sensitive material that may be of a confidential nature, either as to the firm, its personnel, to themselves, or for their clients. To avoid any violation of that confidentiality in the attorney's absence, under no circumstances should an attorney's office be offered for use to a client, vendor or other unauthorized person without the consent of that attorney or his or her administrative secretary or, in their absence, the Director of Administration.

In addition to client matters, some personnel must routinely handle pay and personnel information as a result of their normal duties. This information must be treated with the utmost sensitivity and confidentiality. A breach of confidentiality with respect to any client matter or internal, including pay or personnel, matters will be considered reason for immediate dismissal.

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This will confirm that I, the undersigned Partner/Counsel/Employee of XYZ FIRM, have read, thoroughly understand and agree to abide by the provisions of the foregoing state policy as it relates to confidentiality and the law firm.

This is the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
Partner/Counsel/Employee