



## Ames Laboratory Human Resources Confidentiality Statement

During the course of your employment you may have access to personnel information as well as other Ames Laboratory business transactions deemed confidential by the Laboratory ("Personnel Information"). Confidential Personnel Information may include, but is not limited to, social security number, medical records, health information, FMLA documentation, ADA/disability information, age, gender, ethnicity, marital status, criminal background). This Personnel Information may contain matters of a highly sensitive and/or personal nature.

I acknowledge that:

1. I understand that disclosure of Personnel Information could infringe upon the individual's right to privacy. I shall respect and maintain the confidentiality of all discussions, deliberations, employee records and any other information generated in connection Personnel Information.
2. I understand that Personnel Information shall be exclusively used for conducting Ames Laboratory business, as permitted by law, and in accordance with Ames Laboratory policies. Personnel Information shall not be shared or released to any individual or organization except for the purpose of conducting Ames Laboratory business within the requirements of my position, or if required by law.
3. I shall provide only the minimum Personnel Information necessary to complete Ames Laboratory's business transaction and only on a need-to-know basis.
4. I understand and agree to immediately disclose to my direct supervisor any known or suspected disclosure of Personnel Information, whether by me or any other Ames Laboratory employee in violation of the terms of this Confidentiality Statement.
5. In the event of an unauthorized disclosure, or the failure to report an unauthorized disclosure, of Personnel Information in violation of the terms of this Agreement, I acknowledge that the Ames Laboratory may pursue disciplinary action up to and including termination of employment.
6. I understand that my obligation to safeguard Personnel Information continues after my termination of employment with Ames Laboratory.
7. If I receive a trade secret under while conducting Ames Laboratory business, I understand that I may not be held criminally liable under any federal or state trade secret law for the disclosure of that trade secret if such disclosure is made: (1) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney, and solely for the purpose of reporting or investigating a suspected violation of law; or (2) in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal, in accordance with 18 U.S.C. Section 1833(b) the Defend Trade Secrets Act.

I hereby acknowledge that I have read and understand my responsibilities as they are outlined in the Human Resources Confidentiality Agreement and that my completion of Personally Identifiable Information (PII) Training signifies my agreement to comply with the above terms.