

CONFIDENTIALITY AGREEMENT

Compliance with and effective enforcement of the Code of Ethics and Standards of Conduct is an expectation of all employees. As part of my job duties at Jefferson Lab, I will have access to data considered to be private personnel data and/or business sensitive to JSA/Jefferson Lab.

I agree that I

- Will not disclose any information to which I am privileged to parties that do not have a business need,
- Will not use any knowledge I gain to the detriment of any person or any Lab activity,
- Will not use any knowledge I gain for personal benefit,
- Will only access personnel data if it is required to perform my job function.

The handling of private personnel data or information is in keeping with the Lab's Code of Ethics and Standards of Conduct which state:

- Each of us must conduct all aspects of JLab business in an ethical and lawful manner.
- Each of us must hold ourselves to the high standards of honesty, integrity, and fairness in relationship to others.
- Committing acts that may constitute unethical behavior or create an organizational conflict of interest is considered inappropriate conduct.

Pay Transparency Nondiscrimination Provision

JSA will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay, or the pay of another employee or applicant.

However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

I understand that failure to comply with this agreement will result in disciplinary action, up to and including termination.

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