



# ATUQTUARVIK CORPORATION

## Confidentiality Agreement

Atuqtuarvik Corporation requires that:

1.
  - a) every member of the Board of Directors & Committees; and
  - b) members of its Subsidiary and Project Boards and Committees; and
  - c) all employees; and
  - d) others who from time to time are associated with the Atuqtuarvik Corporation and are in a position to acquire information of a confidential nature,

shall respect the confidentiality of information relating to the personnel and client records and all administrative and financial business of Atuqtuarvik Corporation and to its subsidiaries and projects; and

shall not copy, read, discuss or distribute any portion of these records or information unless they are specifically authorized by the Senior Staff Person or by resolution of the Board of Directors to do so.

Any individual who breaches these provisions of confidentiality is subject to disciplinary action or termination and legal action at any time during, or after association with the Corporation;

2.
  - a) Every member of the Board of Directors & its Committees; and
  - b) members of its Subsidiaries and Project Boards and Committees; and
  - c) all employees and applicants for employment; and
  - d) others, who from time to time are associated with the Corporation, has the right to have all information about them kept strictly confidential; and has a responsibility to report and take appropriate action at any time they become aware that a breach in these provisions of confidentiality has taken place.

No client record or application, personnel record or application for employment or any portion thereof, including remuneration, shall be made available and no report shall be made on any person unless:

- a) the person has given permission, in writing, for such information to be disclosed; or
- b) it is necessary for the proper administration of the Atuqtuarvik Corporation; or
- c) there is nothing in the information which will identify the person; or

- d) it is information requested by a funding body, or federal or territorial reporting agency, and at the discretion of the Senior Staff Person or by resolution of the Board of Directors, it is deemed necessary that such information be released.

I HAVE READ AND UNDERSTAND THE CONFIDENTIALITY POLICY OF THE ATUQTUARVIK CORPORATION.

Dated this \_\_\_\_\_ of \_\_\_\_\_ , \_\_\_\_\_  
(Day) (Month) (Year)

\_\_\_\_\_  
(Witness' Signature)

\_\_\_\_\_  
(Signature of Board Member/Employee/  
Committee Member/Contractor)