

Northeast Missouri Workforce Investment Board, Inc.

**Oath of Confidentiality**

I, \_\_\_\_\_ [print name] hold the position of \_\_\_\_\_ [job title] with \_\_\_\_\_, sub-contractor of the NEMO Workforce Investment Board, Inc., grant recipient of Workforce Investment Act and Temporary Assistance funds through the Division of Workforce Development, Department of Economic Development, state of Missouri.

I understand that by virtue of my position, I may have access to confidential records through these contracts as well as confidential information from outside agencies that is regulated by the NEMO Workforce Investment Board, Division of Workforce Development, and/or Department of Economic Development.

I understand that I may discuss this information within my assigned area of responsibility, as appropriate, with the NEMO Workforce Investment Board, Division of Workforce Development and/or Division of Family Services personnel only, unless required by law to do otherwise in the discharge of the duties of my position. I understand that violation of this oath could result in disciplinary action, which could include verbal counseling, written warning or termination of my employment.

In WITNESS WHEREOF this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, I hereby affirm that I have read, understand and accept the above responsibility as a condition of my employment with \_\_\_\_\_, sub-contractor of the NEMO Workforce Investment Board, Inc.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness Signature