

2022

EMPLOYEE'S CONFIDENTIALITY ACKNOWLEDGEMENT

The affairs of Carter, P.C. (the Firm) and of its clients are confidential. The accountants' work is undertaken in strict confidence and with an understanding of privacy. A single incident of disclosure of a client's financial data may cause a serious monetary loss to the Firm. This loss could take the form of a lawsuit resulting in monetary awards to the client, loss of the client, or loss of other clients. Therefore, every employee should avoid discussing the affairs of a client outside the Firm's or client's office, with the exception being investigative or disciplinary proceedings that may occur offsite.

The undersigned Employee of Carter, P.C., a North Carolina Professional Corporation, by his/her signature below, acknowledges as part of Employee's consideration of employment agrees as follows:

1. As an employee of the Firm, which provides accounting, tax and related services to the public, Employee receives and learns about confidential information and has custody of confidential documents and materials which are the property of the Firm or received by it in trust pursuant to confidential relationships with Firm clients or other members of the public.
2. It is the policy of the Firm and the legal duty of the undersigned that Employee will maintain the confidentiality of all such information or documents which are obtained or learned by Employee in the course of employment and will not directly or indirectly disseminate, disclose, or otherwise use any such information or material except as required in discharging the responsibilities of his/her employment by the Firm, or as may be required by law.
3. Upon termination of employment with the Firm for any reason, all documents, records, books, and/or other materials of any nature consisting of or containing confidential information or proprietary material, including all copies thereof, whether prepared by Employee or others, will be turned over to and left with the Firm, and Employee has no right to custody, control, or use of any such information after completion of work assignments with the Firm.
4. If Employee becomes aware of the occurrence of any incidence of Situation 2 or 3 above, he/she will immediately bring such knowledge to the attention of Firm management.
5. Employee has read and understands this document and has been otherwise instructed and informed of his/her duties and responsibilities to maintain in strictest confidence all information constituting communications or materials received from and/or sent to clients; and that "confidential information" as that term is used in this acknowledgment means information disclosed to Employee or learned by Employee as a consequence of (because of or as a result of) his/her employment by the Firm, including information conceived, originated, or developed by the Employee.

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Employee:

Witness:

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