

CONFIDENTIALITY AND INFORMATION MANAGEMENT

IMPACT OF IMPLEMENTATION

Following procedures when handling confidential information will ensure confidentiality for customers and the integrity of the SMU Time Manager function.

Consequences

Breaching this inherent trust leads to these consequences:

- Diminishes trust with colleagues and customers
- Diminishes overall credibility of the entire school
- Could lead to formal discipline up to and including termination

SMU Time Manager representatives should hold others in the department accountable for fulfilling the Ethics Statement and for remembering their commitment to the SMU employees.

Please sign to indicate that you have read this document and agree to abide by these confidentiality requirements for employment at Southern Methodist University.

Signature

Date