



LIFE CHIROPRACTIC

COLLEGE WEST

Code of Ethics/Confidentiality Policy Acknowledgment

Life Chiropractic College West (LCCW) has a responsibility to conduct its business in strict compliance with all applicable laws and regulations. Life Chiropractic College West expects its employees to act in accordance with the same standards of business ethics. It is crucial that all employees understand and observe the College Code of Ethics and Confidentiality Policy when conducting business on LCCW's behalf while on or off the premises.

During the course of employment, employees may come into confidential information/materials that belong to LCCW, including but not limited to, employee records, financial information, business records and plans, agreements, student and patient records. All of this information, whether about LCCW or one of its various contacts, is strictly confidential. This information must not be disclosed to anyone outside LCCW or to any LCCW employee who is not entitled to the information, either during or after employment. Any doubts about the confidentiality of information should be resolved in the favor of confidentiality.

The employee acknowledges confidential information, all related copyrights, and other intellectual property rights, are (and at all times will be) the property of LCCW. Any employee, upon termination, must return to LCCW all written materials containing confidential information belonging to LCCW.

I understand the Code of Ethics and Confidentiality Policy outlined above. I understand that the failure to abide by these policies will result in disciplinary action ranging from verbal and/or written warnings, up to suspension and/or including termination of employment.

Signature: *S. Mitchell Galloran*
(Employee)

Date: 2 April 2015

Print Name: S. Mitchell Galloran
(Employee)

Signature: _____
(LCCW Representative)

Date: _____