

## Appendix 1

### CONFIDENTIALITY AGREEMENT

The Staff Appeal Policy sets out the Australian Catholic University's requirements in relation to confidentiality. As a member of the Appeals Committee or participant in the Appeal Committee process you are required to sign this Confidentiality Agreement.

Please read this document carefully and ask any questions prior to signing it. You will be provided with a copy of this document.

1. The ACU Staff Appeal Policy notes that all proceedings will be held in confidence. This meeting of the Appeals Committee is being conducted in accordance with the policy.
2. **Confidentiality must be observed by all parties involved.** Unless required to do so as part of legal proceedings, matters under review by the Appeals Committee must not be discussed by you with persons not involved in the process.
3. A breach of confidentiality would be viewed as seriously by the University and may result in disciplinary action.
4. If you have any concerns about the process, either in fact or detail, you may discuss your concerns confidentially with the Director, Human Resources.

#### **Confidentiality Agreement**

*I have read and understood the above. I agree to observe the protocols outlined and maintain confidentiality.*

Name (please print)

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Contact Tel.

Position

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Date

Signed

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Witnessed by

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Date

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