



We build strong **PEOPLE**  
strong **FAMILIES** strong **COMMUNITIES**

# YMCA of Sydney

*Point 9*

Children's Services Worker  
YMCA Caringbah

## RE: Internal Investigation and Confidentiality Agreement

Dear

As a result of recent allegations into the incident at YMCA Caringbah, we are under strict instruction to maintain the confidential integrity of the organisation and all those involved. As a matter of urgency, please read, sign and return the below confidentiality agreement that ensures that any information you are privy to regarding this incident is not disclosed to any person.

I, \_\_\_\_\_, understand that I am a party to an investigation being conducted at YMCA Caringbah and that all information disclosed to and by me is considered confidential under the YMCA's confidential information policy.

As stated in the confidential information policy; confidential information means information belonging to the YMCA of Sydney which is not available in the public domain and which YMCA indicates is confidential.

At any time during or after your work with the YMCA, staff and volunteers will not disclose or make use of any confidential information relating to YMCA or its members, customers or clients. YMCA staff members and volunteers must undertake not to, either during their employment or after their termination, divulge to any person or use any confidential information concerning the business, financial arrangements, intellectual property, position of the company, or any dealings, transactions or affairs of the business of the YMCA of Sydney or of any customers of the company, except in the proper course of your duties or as expressly permitted by the company.

I also understand that if I make an unauthorised disclosure of information on this investigation during my employment with YMCA of Sydney, I may be subject to disciplinary action, including termination. If I disclose unauthorised information on this investigation after my employment ceases with the company, I may be held liable by individuals involved in this investigation.

Agreed to by (Signature of Employee):

\_\_\_\_\_  
Employees printed name:

\_\_\_\_\_  
Date: