

WIC Confidentiality and Conflict of Interest Statement

I, _____, understand and agree to follow the Women, Infants and Children Program's (WIC) policies and procedures for confidentiality and conflict of interest during my employment with WIC.

Part I - Confidentiality

I agree to conduct myself in a manner which maintains client confidentiality during discussions that concern client's WIC services, specifically:

- a. All information given by clients regarding their personal or medical status will be handled in a private approach.
- b. All personal and confidential interviews will be conducted in a method that assures confidentiality.
- c. Confidential information about clients will not be discussed outside of the WIC work settings.
- d. Client confidential information will not be discussed with other WIC personnel except for the purposes outlined in the WIC policies and procedures.

I further understand that violations of this confidentiality policy may result in disciplinary actions up to and including immediate dismissal.

Part II - Conflict of Interest

To the best of my knowledge and belief, except as I have stated below, neither I nor any person with whom I have a personal, family or business relationship has a direct or indirect interest in or relationship to any individual or business that does or proposes to conduct business with WIC, including participants.

I will inform my supervisor, before any activity or discussion, if I find that I or any person with whom I have a personal, family or business, relationship may have a direct or indirect interest in or relationship to any individual or business that does or proposes to conduct business with WIC, including certification.

Please initial:

_____ I do not have any conflict of interests.

_____ I do have or may have a conflict of interest, which is (if needed attach separate page):

Name individual posing a conflict	Relationship	Employer/Title (if applicable)
Example: John Doe	Brother	Manager at Fry's

I acknowledge that I have read and understand the WIC policies and procedures concerning confidentiality and conflict of interest.

Employee name (printed): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____