



Procedure: Confidentiality Agreement

1. The employee is responsible for reviewing the information on the agreement form and signing and dating the form where appropriate.
2. Once the employee has signed and dated the form, he/she is responsible for delivering the signed form to the Compliance Office.
3. The form must be returned to the Compliance Office no later than 48 hours before the employee first begins his/her duties with the athletics department.
4. This form can be picked up in the Compliance Office, or copies can be made.



Confidentiality Agreement

I, _____, agree to neither discuss, provide, nor release to any entity not designated by
(Print Name)
the Director of Athletics and/or Chief Executive Officer, any form of information, including written or oral, that pertains to any of the following Tulane Athletic Department issues including but not limited to:

- Academic Records of current or former Prospective Student-Athletes per the Family Educational Rights & Privacy Act (FERPA);
- Ongoing NCAA, Conference USA, or Tulane investigations involving formal or informal reviews of any current or prospective student-athletes, athletic department staff or coach; and
- Unsubstantiated and unproven allegations regarding the conduct or behavior by a current or prospective student-athlete, athletic department staff member or coach.

It is my understanding that any comments made to the media representatives, non-Senior Athletics Department Staff, and/or other outside entities must have prior approval by the Director of Athletics and or Chief Executive Officer of this institution.

By affixing my signature below, I acknowledge an understanding that any failure to adhere to this policy may result in significant and meaningful corrective measures, disciplinary actions, or termination.

Printed Name

Signed Name

Date