



New Jersey Veterinary Hospital Managers Association Confidentiality Agreement

The NJVHMA fosters an environment that provides friendship, support and the tools necessary to build the best veterinary practices in the country. It is important that all members feel comfortable in open, active discussions on all topics relevant to reaching our goals. It is essential that the organizations we represent are confident that our collective efforts have no deleterious effects, but only work to grow and improve our practices in every way.

All participants must sign this confidentially agreement in support of reaching these goals. The confidentially agreement restricts all parties from disclosing any information deemed private by the individuals within the organization. It is implied that all information discussed is deemed private unless otherwise communicated by the presenting party and agreed upon by the group. Discussions of individual experiences are to remain strictly confidential as to protect the individual privacy of the parties involved and those of any organization or ownership represented.

NJVHMA uses the following means to communicate (but not limited to LinkedIn, Facebook, Blogs and emails). Any member using these online forums must proceed with professional decorum. We ask that you use good judgment and observe the following guidelines: Be respectful. Constructive criticism is acceptable; however, these online forums should not become a vehicle for personal attacks on a company, its services, its executives, co-workers, competitors, customers, or others. You may not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or entity connected to the NJVHMA or any other business it deals with.

The NJVHMA reserves and may exercise the right to monitor, access, retrieve and delete any matter stored in, created, received, or sent, for any reason and without the permission of any member. The NJVHMA intends to enforce this policy but reserves the right to change it at any time as circumstances require. Violation of this policy may result in removal from NJVHMA membership.

CODE OF ETHICS: *I pledge myself to: Comply with the principles and declarations of the NJVHMA's code of professional ethics. Maintain and promote the profession of veterinary practice management. I will assure my continued growth and development as a professional by utilizing, to the highest extent possible, the facilities offered to me for continuing the professional education and refinement of my management skills. Seek and maintain an equitable, honorable and co-operative association with fellow members of the NJVHMA and with all others who may become a part of my business and professional life. Play a fundamental role in maintaining excellence and quality of care to our clients and their animals. Place honesty, integrity and industriousness above all else, and gainfully pursue my profession with diligent study and dedication so that service to my employer shall always be maintained at the highest possible level. Keep all information concerning the business or personal affairs of my employer confidential, except as may otherwise be required or compelled by applicable law or regulation. Protect the employer's funds and property under my control. Information gathered, maintained or produced within the veterinary practice is the property of the practice owner and will not be reproduced, shared or distributed outside the practice without consent of the owner.*

It is expected that all participants who participate in this organization/group will abide by this agreement in all instances. Failure to comply with the guidelines of this agreement will result in dismissal from the group without opportunity to rejoin. If individuals do not wish to sign this agreement, then it is understood that neither the individual, nor their organization can be represented in this group.

Name (print) _____ Email _____

Hospital _____ Position _____

Address _____ Phone _____

Signature _____ Date _____