

# 204 Maintaining Confidentiality

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**Policy:**

Fraud and ethics complaints shall be handled with sensitivity, discretion and confidentiality.

**Procedure:**

A) Concerns will be shared only with those individuals who have a need to know.

B) Disclosure of information related to a fraud or ethics complaint to individuals not involved in the investigation or review of the complaint will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment.