

Attachment 1 â€ Agreement of Confidentiality and Independence Statement

Attachment #1

Agreement of Confidentiality and Independence Statement



AUDIT AND ACCOUNTABILITY BUREAU (AAB)

Agreement of Confidentiality and Independence Statement

The Audit and Accountability Bureau (AAB) adheres to the Manual of Policy and Procedures (MPP), Unit Orders, and Generally Accepted Government Auditing Standards (GAGAS) pertaining to audits or other related projects, including requests from external entities. All personnel who conduct or assist with these projects are required to exercise confidentiality and be free from personal and/or external impairments to independence, which may compromise professional judgment.

All projects assigned to the AAB are deemed confidential and sensitive in nature until the Unit Commander authorizes the release or publication of the information. All members of AAB will exercise the utmost discretion and maintain the integrity of all information related to any project. Members will not disclose any information for professional or personal use without the approval of the Unit Commander or their designee.

All personnel shall follow confidentiality and independence guidelines as set forth in the MPP, Section 3-01/040.95, Confidential Information, Unit Order No. 1 and the Generally Accepted Government Auditing Standards 3.17-3.61, Standard of Independence. Department Personnel in violation of the Confidentiality or Independence Statement may be subject to discipline or removal from the unit.

I have reviewed the indicated guidelines and understand the confidentiality and expectations required for these projects and do not have any real or perceived conflict with my participation in any project being conducted while assigned to the AAB. I also understand, that where permitted by law, if any such confidential information is released to a third party, or becomes public, without prior approval, I may be in violation of Department policy.

If at any time, I am unable to fulfill my obligation, it will be discussed with my immediate supervisor.

Employee's Signature

Supervisor's Signature

Print Name

Print Name

Title

Date

Title

Date

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