

**Sample Policy:
CONFIDENTIALITY**

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Information gathered in the course of the administration of employee benefits will be respected as confidential and will be disclosed only as necessary for administration of benefits. Documents that identify an employee's sexual orientation will not be left in public, open, or uncontrolled areas. Information about an employee's sexual orientation will not be discussed except when required as part of the administration of benefits. If disclosure other than in the administration of benefits is necessary, the employee will be informed prior to disclosure.

Notes:

When instituting policies to extend benefits equally to employees with domestic partners, employers are in a position to acquire private information regarding an employee's sexual orientation. For example, enrollment of a same-sex domestic partners for employee benefits may require an employee to disclose a lesbian, gay, bisexual, or transgender orientation.

Employers can establish policies and procedures to maintain confidentiality of this information. Inappropriate use of sexual orientation information in the workplace could create a hostile work environment and lead to charges of discrimination.

Information in this document is not intended as legal advice and should not be relied on as such.