 UNIVERSITAT DE BARCELONA	Facultat de Química Departament Química Analítica Mat Control	PGC/MAT/004/01
		Management of personnel
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Title: Management of personnel

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1 Objective

Establish the main steps to select, contract, training, evaluate and release personnel, as well record and review these information.

2 Scope

These rules apply for all personnel contract by Mat Control or people that do tasks that can influence the quality of proficiency tests.

3 Definitions

4 Related Procedures

5 Responsibilities

The director is responsible to apply this procedure or indicate who should do it.

Quality system responsible and director are responsible for all personnel sign Annex A.


6 References

7 Instructions

All personnel are responsible to take care about confidentiality. Quality system responsible and director are responsible for all personnel sign Annex A.

Mat Control has some statements about confidentiality. All personnel sign the confidentiality term (Annex A) before start activities in Mat control. These statements apply for all technical or quality management information elaborates by Mat Control.

Confidentiality is keeping client and business information private, and for this all personnel shall be aware and familiar with content in confidentiality term.

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7.1 Annex A - Confidentiality term

- As an employee you are entrusted to treat all information you come across as confidential.
- It is an employee's responsibility to protect client and customer information.
- It is an employee's responsibility to keep confidential any information concerning the business.
- What you see and hear in the work place stays at work. No information can be told to anyone outside the work place.
- No information is to be given to clients/customers without permission from the supervisor.
- Identity and security checks are followed by staff (with approval from management) before releasing information on request.
- Employees can only access files if given permission. No confidential material or files can leave a business.
- No business dealings can be discussed with clients outside the place of work.
- A breach of confidentiality will affect a business's reputation and cause financial loss.
- An employee can be dismissed if information is given out.
- Legal action may be taken against a person or organisation that reveals client and business information.

I, _____, document _____ recognize that Mat Control is engaged in a serious quality system philosophy and I understand the importance of confidentiality for the proficiency test activities.

I signed this document and receive a copy aware about all juridical and legal effects in case I disrespect this agreement.

Barcelona, _____ (date)

_____ (Signature)