

INTERN HANDBOOK ACKNOWLEDGEMENT - BTO COPY

I have received and read the Brookline Teen Outreach Center Intern Handbook. I have had the opportunity to ask any questions I have regarding the contents of the handbook and agree to follow the guidelines outlined in this handbook.

Cindy Tsai
Signature of Intern

4/24/2020
Date

Cindy Tsai
Printed Intern Name

INTERN CONFIDENTIALITY AGREEMENT

I agree to hold in confidence all information regarding clients of Brookline Teen Outreach Center and its affiliates. I will not remove from the office of Brookline Teen Outreach Center any electronic or written records, or copies thereof, without express permission of Brookline Teen Outreach. I accept full responsibility for maintaining the confidential nature of all records, client contacts and information marked confidential.

I understand that I am personally responsible and fully liable for any violation of this agreement.

Cindy Tsai
Signature of Intern

4/24/2020
Date

Cindy Tsai
Printed Intern Name

Signature of Brookline Teen Outreach Representative

Date