



OKLAHOMA HOUSE OF REPRESENTATIVES

LEGISLATIVE INTERN PROGRAM

Intern Confidentiality and User Agreement

The undersigned Intern acknowledges that as a result of his or her participation in the Oklahoma House of Representatives Intern Program, he or she will have access to, use or be privy to confidential information (electronic and otherwise) of a special and unique nature and value, including, but not limited to financial information, plans, procedures, strategies and policies, legal matters, manuals, guides, personnel, confidential reports and communications, and lists and contact information of constituents (collectively, the “Confidential Information”). Therefore, the undersigned Intern agrees that any information and materials received from, by or on behalf of the House or prepared, designed or created for the benefit of the House in confidence shall remain the sole and exclusive property of the House. The undersigned Intern shall not, except with the prior written consent of the Speaker of the House of Representatives, or except when acting on behalf of the House and in accordance with its policies, directly or indirectly, use, divulge, reveal, report, publish, transfer or disclose, for any purposes whatsoever, any Confidential Information at any time during or following the term of his or her internship.

In addition, the Intern acknowledges that his or her work may require from time to time the use of electronic equipment owned by the House, including but not limited to computers, phones, fax machines, copiers, and printers. The Intern hereby agrees the use of such equipment will be limited strictly to House business and that he or she will not remove, destroy, alter, modify or otherwise make any changes to the House’s equipment or any existing document in the House System, without express prior written permission from the Speaker of the House of Representatives. Nothing in this agreement should be construed as a contract for employment.

Intern Name (Please Print)

Signature

Date