

## NISHNAWBE - ASKI Legal Services Corporation

## **Employee Information**

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1. Personal	Information 1
Full Given Name	Wasteri Robeita C Last Minitial
Address:	9 Nabakhabo St. 227
	Constance Lake on POLIBO
Home Phone;	1705 463-1170 Alternate Phone: 1705 463-1155
Primary Email:	- rwesley@ hanlegationica
SSN#:	486-532-906 Status # 1820123601
2. Job Inform	nation
Title:	CLW Majawa Employee ID:
Supervisor:	PLANT DEPARTMENT: LA
Work Location:	Constana Lake Work Email: [WS/04@ Nanleyel on.09
Work Phone:	(165)-463-1/55 Cell Phone: (-)
Start Date:	Jan. 9,2010 Benefits Pension: Y/N YS
Term Date:	Salary: \$ 45,191.15
3. Emergency	y Contact Information
Full Name:	Mendowegan Danvin C
Address:	Street Artifices  First  M Initial.  ##26
	City/Town Province Postel Code
Primary Phone:	(705) 373-249/ Alternate Phone: (
Relationship:	Son.

# Nishnawbe-Aski Legal Services Corporation Acknowledgement



- \*\*I hereby acknowledge that I have received a copy of the Nishanawbe-Aski Legal Services Corporation

  Human Resources Policy Manual .\*\*
- \*\*| hereby acknowledge that I have read and understood the Nishanawbe-Aski Legal Services Corporation
  Human Resources Policy Manual .\*\*

Print Name

Signature

Dated this <u>Aland</u>, 202]



### NON-DISCLOSURE & CONFIDENTIALITY AGREEMENT

As an employee of Legal Aid Ontario, you are privy to confidential information. All information provided to a Legal Aid Ontario employee by a client is confidential, according to the provisions of the *Legal Aid Services Act*. This includes information about the case the applicant is involved in, as well as the applicant's personal and financial information. Most information provided by lawyers is also confidential.

All LAO records are to be treated as confidential material and may not be disclosed except in accordance with the provisions of LAO's Privacy Policy.

NO ONE IS TO READ RECORDS except insofar as the job requires it. RECORDS ARE NOT TO BE DISCUSSED among fellow workers except for an LAO business purpose. They should be treated impersonally as part of the day's work. All records are business documents and must be treated as such.

We are entrusted with the confidential records of clients and of personnel throughout the organization. It is expected that you will comply with the principles set forth in the LAO Privacy Policy and privacy principles. The provisions of the *Legal Aid Services Act* make it an offence to disclose confidential information.

### **Employee Statement of Non-Disclosure and Confidentiality**

I have read and understood this statement. I agree to abide by the LAO Privacy Policy as a condition of employment with Legal Aid Ontario. Unauthorized disclosure of any confidential material may result in immediate discharge from Legal Aid Ontario.

I acknowledge that I am bound by the terms of this agreement and the requirements of the *Legal Aid Services Act* and that these confidentiality requirements continue after my employment with Legal Aid Ontario has ceased. I understand that a breach of the confidentiality provisions of the *Legal Aid Services Act* may constitute an offence for which I may be prosecuted.

Employee Signature	Date 126 14
Roberta Wesley Print full name	Dept/Area Office

#### Nishnawbe-Aski Legal Services

#### Lap Top/Computer Agreement

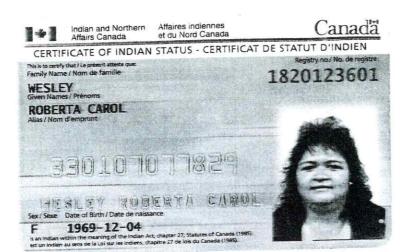


- 1. NALSC has issued you a business lap top/computer for work-related purposes. Employees in possession of NALSC equipment are expected to use the equipment for business purposes only and to maintain the equipment from misuse, damage or theft.
- 2. Employees who are provided with NALSC lap tops are accountable for any damage that may occur.
- 3. If a NALSC-owned lap top is damaged, lost, or stolen, it must be reported immediately to the Manager and the Finance department.
- 4. If a NALSC-owned lap top/computer is damaged, lost, or stolen through the negligence of the authorized user, that individual will be responsible for reimbursing NALSC for all repair or replacement costs. He or she will be required to reimburse NALSC the purchase price of the equipment.
- 7. At any time the manager of the employee may request for the lap top/computer to be returned.

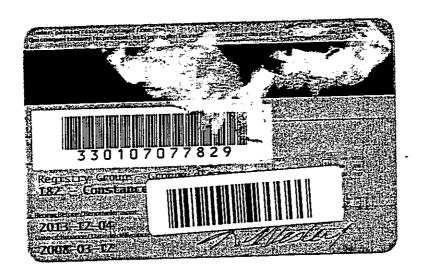
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I, Roberta Wesley have rea	ad and understand the above Lap top/Computer soutlined therein.
	Mangan Kobir
Employee Signature	Manager/Supervisor Signature
Date 03/26/14.	

Laptop Or Computer?	Serial#	Colour
haptop	5CB4025P88	Skgray 16 lack
Brand/Model	Brand New? V<5	Other:
HP Proback 6570b	Purchase Date: LAD- March 2014	computer case



SIN. 486 532 906



# Nishnawbe-Aski Legal Services Corporation

#### Mailing Address:

86 S. Cumberland Street Thunder Bay, Ontario P7B 2V3

Tel: (807) 622-1413 Fax: (807) 622-3024

E-mail Info@nanlegal.on.ca

Website www.nanlegal.on.ca



#### **Head Office:**

150 City Road Fort William First Nation Thunder Bay, Ontario P7J 1J7

