

**Mason Staff Senate**

4400 University Drive, MS 5E5, Fairfax, Virginia 22030

Phone 703.993.4141; staffsenate@gmu.edu

As a Mason Staff Senator, I agree:

To respect the privacy of all staff members and business matters held by the Staff Senate that are deemed confidential.

To respect the privacy of all organizations and officials who are directly involved in situations that are deemed confidential by the Staff Senate.

To excuse myself from any business matters conducted by the Staff Senate that are conflicts of interest.

Breach of Agreement Due Process:

If a complaint of a breach of confidentiality is presented to the Staff Senate, then the following process will be followed:

* The Executive Committee will interview the Senator(s) involved.
* The Senator(s) in question, as well as all parties affected by the breach, will have the right and opportunity to respond to the complaint.
* The Executive Committee will convene to respond and recommend a course of action.  Recommendations may include dismissal from the Staff Senate by a majority vote of the Staff Senate.
* The Chair will write a letter containing recommendations for action to the involved Senator(s) before they are presented to the full Staff Senate.

This process will be considered confidential business of the Staff Senate.

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Staff Senator Signature

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Staff Senator Printed Name

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Date