

# Workplace Confidentiality Policy

**Document Title:** Workplace Confidentiality Policy Draft

## 1. Purpose

[Insert description of the purpose of this policy. Example: "This policy is intended to set out guidelines and responsibilities for protecting confidential information within the organization."]

## 2. Scope

[Specify to whom the policy applies. Example: "This policy applies to all employees, contractors, interns, and consultants working at or with the organization."]

## 3. Definition of Confidential Information

[Provide definitions. Example: "For the purposes of this policy, confidential information includes but is not limited to business secrets, financial data, client lists, personnel records, trade secrets, product development information, and any other proprietary data."]

## 4. Policy Guidelines

- [Sample: Confidential information must not be disclosed to unauthorized persons inside or outside the organization.]
- [Sample: Confidential information must only be used for legitimate business purposes.]
- [Sample: All documents containing confidential information must be securely stored and disposed of appropriately.]
- [Sample: Employees must immediately report any suspected breach of confidentiality.]

## 5. Exceptions

[Specify exceptions, if any. Example: "Disclosure may be permitted where authorized in writing by management or required by law."]

## 6. Employee Obligations

1. [Employees must safeguard confidential information at all times.]
2. [Personal or third-party use of confidential information is prohibited.]
3. [Employees must sign confidentiality agreements as required.]

## 7. Breach of Policy

[Describe consequences. Example: "Any employee who is found to violate this policy may be subject to disciplinary action, up to and including termination of employment. Legal action may also be pursued in cases of serious breaches."]

## 8. Policy Review

[Insert policy review statement. Example: "This policy will be reviewed annually and updated as required."]

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*This is a blank template of a Workplace Confidentiality Policy draft for internal use. Insert organization-specific information and edit as needed before official adoption.*