

# Employee Confidentiality Policy Draft

Effective Date: \_\_\_\_\_

## 1. Purpose

The purpose of this Employee Confidentiality Policy is to ensure that confidential information belonging to the company, its customers, and business partners is protected from unauthorized disclosure.

## 2. Scope

This policy applies to all employees, contractors, interns, and temporary staff of the company.

## 3. Definition of Confidential Information

Confidential information includes but is not limited to: business strategies, financial data, customer and vendor lists, pricing, product designs, trade secrets, internal communications, and any other information designated as confidential by the company.

## 4. Obligations

- Employees must not disclose confidential information to any third party without authorization.
- Confidential information must only be used for legitimate business purposes.
- Employees must exercise reasonable care to protect confidential information from unauthorized access.

## 5. Exceptions

Disclosure of confidential information is permitted if required by law, court order, or with prior written consent from authorized management.

## 6. Consequences of Breach

Breaches of this policy may result in disciplinary action, up to and including termination of employment, as well as potential legal action.

## 7. Acknowledgement

By signing below, I acknowledge that I have read, understood, and agree to comply with the Employee Confidentiality Policy.

\_\_\_\_\_ Employee Signature

\_\_\_\_\_ Date