

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