

# Remote Work Confidentiality Policy Template

## 1. Purpose

[Insert Company Name] ("the Company") is committed to protecting confidential and proprietary information, including while employees are working remotely. This policy outlines the standards and expectations for safeguarding such information during remote work.

## 2. Scope

This policy applies to all employees, contractors, or third parties who access company confidential information while working remotely.

## 3. Definition of Confidential Information

Confidential information includes but is not limited to trade secrets, business strategies, financial information, client lists, personal data, and any materials designated as confidential by the Company.

## 4. Remote Work Confidentiality Requirements

1. Employees must ensure that confidential information is not disclosed to any unauthorized persons.
2. All electronic devices used for remote work must be secured with strong passwords and up-to-date security software.
3. Physical documents containing confidential information must be stored securely and never left unattended.
4. Video or phone conversations regarding confidential matters should not be conducted in public areas or where unauthorized individuals may overhear.
5. No company confidential information may be shared or transferred through personal accounts or unsecured channels.

## 5. Reporting Suspected Breaches

Any suspected or actual breaches of confidentiality must be reported immediately to [Insert Contact/Department Name].

## 6. Enforcement

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

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Employee Signature

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Date