

Workplace Confidentiality Policy

Document Version: _____

Effective Date: _____

Approved By: _____

1. Purpose

2. Scope

3. Definition of Confidential Information

4. Employee Responsibilities

1. _____
2. _____
3. _____

5. Exceptions

- _____
- _____

6. Breach of Confidentiality Procedures

7. Enforcement

8. Agreement

I, _____, acknowledge that I have read and understood this confidentiality policy and agree to abide by its terms.

Signature: _____ Date: _____

