

Employee Confidentiality Policy Outline

1. Purpose

To set forth company expectations regarding the confidentiality of information accessed or managed by employees.

2. Scope

This policy applies to all employees, contractors, and third-party personnel who may access confidential company information.

3. Definitions

- **Confidential Information:** All non-public information pertaining to the company, its employees, clients, vendors, or partners.
- **Personal Data:** Information relating to an identified or identifiable individual.

4. Policy Statement

- Employees must protect confidential information at all times.
- Disclosure of confidential information is strictly prohibited unless authorized.

5. Employee Responsibilities

1. Safeguard all confidential information, in any format.
2. Prevent unauthorized access or sharing of such information.
3. Report any suspected breaches immediately.

6. Exceptions

Exceptions may be granted by authorized company representatives in writing, or as required by law.

7. Policy Violations

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

8. Acknowledgment

All employees are required to acknowledge receipt and understanding of this policy.