

# 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.