

Workplace Confidential Information Statement

Document Version: Sample “ Blank

Date: _____

Employee Name: _____

Position/Department: _____

1. Overview

The purpose of this statement is to outline the obligations regarding confidential information in the workplace. All employees are required to understand and comply with these obligations as part of their employment.

2. Definition of Confidential Information

Confidential Information includes, but is not limited to:

- Business strategies and plans
- Financial data and reports
- Customer and supplier information
- Employee records
- Trade secrets and proprietary information
- Any non-public information related to the company

3. Employee Obligations

- Do not disclose confidential information to unauthorized persons within or outside of the company.
- Use confidential information solely for work-related purposes.
- Store and handle confidential information securely.
- Report any actual or suspected breach of confidentiality to your manager or the HR department.

4. Acknowledgment

By signing below, I acknowledge that I have read, understood, and agree to abide by the conditions outlined in this Workplace Confidential Information Statement.

Employee Signature

Date