
Policy Name: EMPLOYEE CONFIDENTIALITY POLICY

Policy Owner: Director

Policy Code: 105

Policy Effective Date: August 3, 2017



105.1 - Employee Confidentiality

We must protect this information for two reasons. It may:

- Be legally binding (e.g. sensitive customer data.)
- Constitute the backbone of our business, giving us a competitive advantage (e.g. business processes.)

105.2 - Purpose

The purpose of this policy is to explain how we expect our employees to treat confidential information. Employees will unavoidably receive and handle personal and private information about clients, partners and our company. We want to make sure that this information is well-protected.

105.3 - Application

This policy affects all employees, including board members, investors, contractors and volunteers, who may have access to confidential information.

105.4 Precautionary Measures

We'll take measures to ensure that confidential information is well protected. We'll:

- Store and lock paper documents
- Encrypt electronic information and safeguard databases
- Ask employees to sign non-compete and/or non-disclosure agreements (NDAs)
- Ask for authorization by senior management to allow employees to access certain confidential information

105.5 - Disciplinary Consequences

Employees who don't respect our confidentiality policy will face disciplinary and, possibly, legal action. We'll investigate every breach of this policy.

We'll terminate any employee who willfully or regularly breaches our confidentiality guidelines for personal profit. We may also have to punish any unintentional breach of this policy depending on its frequency and seriousness. We'll terminate employees who repeatedly disregard this policy, even when they do so unintentionally.

This policy is binding even after separation of employment.