



Title	Confidentiality Policy
Department	Operations
Effective Date	1/2022
Review Date(s)	
Revision Date	7/2024

PURPOSE

The confidentiality of information is crucial to the success and reputation of our organization. This Confidentiality policy outlines the guidelines and expectations regarding the protection and handling of confidential information by all team members, even after employment has ended.

SCOPE

This policy applies to all employees, contractors, consultants, and any other individuals who have access to confidential information belonging to the organization.

DEFINITION OF CONFIDENTIAL INFORMATION:

Confidential information includes, but is not limited to, all non-public information, data, videos, systems, applications, media, or materials belonging to or concerning the organization, its clients, customers, team members, business operations, financial information, strategies, products, services, trade secrets, intellectual property, and any other proprietary information.

TEAM MEMBER OBLIGATIONS

1. Team members must maintain confidentiality of all Confidential Information to which they have access during the course of their employment.
2. Team members must not disclose, share, or use Confidential Information for personal gain or for the benefit of others outside the organization.
3. Team members must take appropriate measures to safeguard Confidential Information, including securing physical documents, using secure passwords for electronic files, and exercising caution when discussing confidential matters.

HANDLING OF CONFIDENTIAL INFORMATION

1. Confidential Information should only be accessed on a need-to-know basis for job-related purposes.
2. Confidential Information should not be discussed, transmitted, or stored in public areas where it can be easily accessed by unauthorized individuals.
3. When sharing Confidential Information with authorized individuals, team members must ensure that proper confidentiality agreements are in place.

RETURN OF CONFIDENTIAL INFORMATION

Upon termination of employment with the organization, team members must promptly return all documents, records, electronic files, or any other materials containing or relating to Confidential Information.

CONSEQUENCES OF POLICY VIOLATIONS

Unauthorized disclosure or use of Confidential Information may cause irreparable harm to the Company. Violation of this policy may result in disciplinary action, up to and including

termination of employment. In the event of any breach or threatened breach, the Company shall be entitled to seek injunctive relief, as well as any other legal remedies available.

DURATION PERIOD

This policy and agreement shall remain in effect during the term of the team member's employment with the Company and shall survive termination of employment for a period of two (2) years thereafter.

COMPLIANCE

All team members are required to read, understand, and comply with this Confidentiality Policy. Any questions or concerns regarding the policy should be directed to the HR department.

REVIEW AND UPDATES

This policy will be reviewed regularly and may be updated as needed to ensure its effectiveness and relevance.