

[Company Name]

[Document Name]

[Project Name]

[Version Number]

2. Employment Status and Records

2.1. Confidentiality

Most companies require employees to sign a confidentiality statement as a condition of employment as information can be copied and distributed quite easily making a business vulnerable to disclosure of confidential information.

You may want to include a description of information you consider confidential, such as product pricing and cost information, formulas contract terms, all computer files, blueprints, employee names or addresses etc). The example shown below is a generic policy:

[COMPANY] requires all employees to sign a confidentiality agreement as a condition of employment, due to the possibility of being privy to information which is confidential and/or intended for the company use only. All employees are required to maintain such information in strict confidence. This policy benefits you, as an employee, by protecting the interests of The Company in the safeguard of confidential, unique and valuable information from competitors or others.

Should an occasion arise in which you are unsure of your obligations under this policy, it is your responsibility to consult with your reporting manager. Failure to comply with this policy could result in disciplinary action, up to and including termination.

Companies that provide professional services such as the development of computer programs, commercial art, etc. may want to develop a policy that addresses ownership rights of any material developed using company resources and/or time. Similarly, companies that conduct research and development will want to address this issue. Due to the complexity of trademark, copyright and patent laws, you should contact your attorney for assistance with this policy.

Information that pertains to [COMPANY]'s business, including all nonpublic information concerning the Company, its vendors and suppliers, is strictly confidential and must not be given to people who are not employed by [COMPANY].

Please help protect confidential information - which may include, for example, trade secrets, customer lists and company financial information - by taking the following precautionary measures:

- Discuss work matters only with other [COMPANY] employees who have a specific business reason to know or have access to such information.
- Do not discuss work matters in public places.
- Monitor and supervise visitors to [COMPANY] to insure that they do not have access to company information.
- Destroy hard copies of documents containing confidential information that is not filed or archived.