



Employee Confidentiality Policy Template

1. Purpose:

The purpose of this Employee Confidentiality Policy is to outline the expectations and guidelines for maintaining the confidentiality of company and employee information.

2. Scope:

This policy applies to all employees, contractors, and third-party vendors who have access to confidential information.

3. Confidential Information:

Confidential information includes, but is not limited to, customer data, financial information, trade secrets, and any other information that is not publicly available.

4. Responsibilities:

It is the responsibility of all employees to safeguard confidential information and only disclose it to authorized individuals.

5. Non-Disclosure Agreement:

All employees will be required to sign a non-disclosure agreement upon hire, outlining their commitment to maintaining the confidentiality of company information.

6. Training:

Employees will receive training on the importance of confidentiality and how to handle confidential information securely.

7. Reporting Violations:

Any employee who becomes aware of a confidentiality breach must report it to their supervisor or HR immediately.

8. Consequences of Breach:

Violation of this policy may result in disciplinary action, up to and including termination of employment.

9. Review and Updates:

This policy will be reviewed annually and updated as needed to ensure it remains current and effective.

Sources:

- https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms_021834.aspx