# GENERAL

Company information includes all information concerning <Company Name> affairs which is not in the public domain and has not been approved by <Company Name> for release outside the Company. It includes information developed by employees and may include information received from sources outside the Company.

This policy/procedure establishes a corporate proprietary classification for all forms of Company information; however, the procedures below address the handling of such information only when it is in document form.

Corporate proprietary information is sensitive information pertaining to personnel matters, salaries, or benefits; financial, strategic commercial or technical data; employees, customers or stockholders; information owned by others who have entrusted their information to the Company; or any other information which if lost or misused would adversely affect the Company or others.

Corporate proprietary information should be made available only to individuals who have the need to know.

Company information which requires special protection is to be classified as corporate proprietary. Such classification of Company information is the responsibility of its originator. The originator should exercise good judgment in designating information as corporate proprietary, since overuse of this classification may destroy its effectiveness. Corporate proprietary envelopes should be used only for transmitting confidential information.

Company information which is not corporate proprietary is unclassified. Unclassified information is not particularly sensitive, covered by a secrecy agreement or required to be legally reported by the Company as corporate proprietary.