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| Nondisclosure of Company Information / Documents ADMIN 004 | | Procedure Synopsis <ol style="list-style-type: none"> 1. Nondisclosure of Company Information / Documents Policy 2. Employment Agreement signed at employment includes a provision to maintain Confidentiality of Business Information. 3. Definition of Business Information. 4. Business information cannot be shared with anyone outside of the organization, including Family Members. 5. Violation of Confidentiality could result in termination. 6. Nondisclosure of Company Information / Documents Audit | | | |
| Date: | July 2, 2001 | | | | |
| Revised: | April 30, 2015 | | | | |
| POLICY: | All information pertaining to the Business is considered a business secret and/or trade secret and at no time does an employee have the right to disclose this information to persons outside the organization. Any violations of this policy will result in a written reprimand which will be placed in the employee's personnel file, and could result in immediate termination. | | | | |
| Procedure: | <ol style="list-style-type: none"> 1. Upon joining the staff as an employee of Improvement Interactive, LLC, you are required to sign an Employment Agreement. One of the provisions of the Employment Agreement is that of maintaining Confidentiality. The paragraph in the Agreement which defines Confidentiality is Paragraph 3.1 and reads as follows: "Employment Agreement - Paragraph 3.1 Confidentiality. Employee acknowledges that all information regarding the Business is a business secret and/or a trade secret and that the confidentiality thereof is a valuable right of the Business. At all times during and after the term of this Agreement, Employee shall maintain the confidentiality of all such information and shall not disclose such information without the prior written consent of the Managing Member, unless required by law." 2. Information concerning the Business includes, but is not limited to, records, files, data, inter-office memos, e-mail messages, letters, contracts and information regarding Business and customers. All information concerning the Business belongs exclusively to the Company. 3. Any and all information conveyed to a Company staff member, regardless of the circumstance, throughout the course of business, is to be treated as confidential and kept by the employee and not shared with any individual outside of the organization - this includes family members. 4. Should a violation of this rule be committed, disciplinary action will result, up to and including termination, depending upon the seriousness of the transgression. In the least, a written reprimand will be placed in the employee's personnel file. Any subsequent incidents would result in immediate termination. | | | | |
| Audit: | <ol style="list-style-type: none"> 1. Human Resources Manager will ensure all new employees sign a copy of this policy at hire, and will place a copy in his/her personnel file. 2. Human Resources Manager will present this policy to employees each quarter to review and acknowledge. 3. Management will audit Personnel Files quarterly; ensuring each employee of the company has reviewed this policy and acknowledged the understanding and review of the policy by initialing at the bottom. 4. Management will add as part of the meeting agenda once quarterly, a discussion of the confidentiality policy. | | | | |
| Receipt Acknowledgement (Signature) | | Quarterly Review Acknowledgement (Initials) | | | |
| Printed Name: | | Q1 | Q2 | Q3 | Q4 |
| Signature: | | Initials: | Initials: | Initials: | Initials: |
| Date: | | Date: | Date: | Date: | Date: |

