**Non-Disclosure Clauses Policy**

All information regarding the company, its customers, products and services are to be held in the strictest confidence. Employees cannot use or disclose bushiness or customer information that is not generally available to the public either during employment or when not employed with the company. Any information learned or developed during the course of employment is the property of ……………………... and is to be used solely for the benefit of the company.

Employees are prohibited from making copies or removing any records, reports, or any other documents from the company without prior approval. If someone questions you and you are concerned about the appropriateness of providing information in response, you are not required to answer. Instead refer the request to the non-disclosure policy.

Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually or directly benefit from the disclosed information.

Authorized Signature

Director (Admin & Complience)

……………………………………