

# *Community Services of Northeast Texas, Inc.*

## Personnel Policies & Procedures

### 112 Confidentiality/Non-Disclosure

Effective Date: 9/1/2003

Revision Date: 9/26/2012

The protection of confidential business information is vital to the interests and the success of Community Services. Such confidential information includes, but is not limited to, the following examples:

- ~~\* compensation data~~
- \* client/students lists
- \* client/family/children data
- \* financial information
- \* labor relations strategies
- \* pending projects and proposals
- \* co-workers and any Agency employees

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

#### **Employee Acknowledgement**

I understand Policy 112 Confidentiality and Non-Disclosure and agree to adhere to this policy as a condition of employment or continued employment with the agency. I further understand that disciplinary action may be taken for failure to adhere to this policy.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_