





	<b>Human Resource Policy Employee Relations &amp; Workplace Expectations</b>	<b>No. HR.ERW.03</b>
	<b>Title:  CONFIDENTIALITY OF COMPANY INFORMATION</b>	<b>Page: 3 of 3</b>
		<b>Effective Date: 09-27-11</b>
		<b>Retires Policy Dated: 01-01-09</b>
		<b>Previous Versions Dated: 08-01-00; 04-20-99: 01-01-93</b>

2. Maintain a copy of the Standards of Conduct and Employee Handbook acknowledgement form in employee's personnel file and in a separate file.
3. Ensure that all new employees have taken the required Information Privacy and Security Training on .edu within thirty (30) days of their hire date,

D. Supervisor/Manager

1. Maintain primary operational accountability for the protection of confidential information.
2. Caution employees exposed to sensitive information regarding their responsibility to avoid its disclosure.

E. Employee

1. Report questions or concerns regarding any confidentiality of information issues to their supervisor.

F. Enforcement

All employees whose responsibilities are affected by this policy are expected to be familiar with the basic procedures and responsibilities created by this policy. Failure to comply with this policy will be subject to appropriate performance management pursuant to all applicable policies and procedures, up to and including termination. Such performance management may also include modification of compensation, including any merit or discretionary compensation awards, as allowed by applicable law.

**V. REFERENCES:**

- EC.PS.00.00 Information Privacy Security Program Manual Table of Contents