

## **CONFIDENTIAL INFORMATION – SAMPLE**

The protection of confidential business information and trade secrets is vital to the interests and success of . Confidential information is any and all information about the company's business that is disclosed to or known by you because of employment with the company and is not generally known to people outside the company.

An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

All inquiries from the media must be referred to the .

This provision is not intended to and should not be interpreted to prohibit employees from discussing wages and other terms and conditions of employment if they so choose.