

## Confidential Information

The protection of confidential business information and trade secrets is vital to the interests and the success of (name of organization). Such confidential information includes, but is not limited to, the following examples:

1. member, customer, and subscriber data
2. financial data
3. business and marketing plans
4. compensation information
5. pending projects and proposals

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment. In addition, because this information is proprietary to [*name of organization*], it may not copied, taken, or used by any employee upon or following termination or resignation.

All employees may be required to sign a separate non-disclosure agreement as a condition of employment.