



Keep it Confidential

Through your job, you're exposed to lots of confidential information belonging to our organization, customers, business partners and employees. To protect it from unauthorized disclosure:

- Recognize what information is confidential. It includes:
 - » Employee information, such as contact information, performance reviews or other employment information.
 - » Business information (about our business or our business partners), such as business plans, financial data, customer lists, price lists and other intellectual property and trade secrets.
- Protect this information as you would your own. Never share it with anyone who isn't authorized.

If you are unsure if information is confidential, ask for guidance. And if you suspect a potential data breach, speak up immediately to your manager or another internal resource.



Mobile:
customeremobile.ethicspoint.com

Online:
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Phone:
888-888-8888

