

CONFIDENTIALITY

POLICY STATEMENT:

HR Staff n Stuff is a business that has operated successfully for over 12 years due to its standards, professionalism, client satisfaction and employee efforts. Over these years HR Staff n Stuff has built a large amount of information regarding systems and processes, customer and client information, procedures, trade secrets, product information, partner information and ideas.

HR Staff n Stuff relies on the confidentiality of its information and operations to ensure ongoing success of the business. All HR Staff n Stuff employees are expected to keep all information regarding HR Staff n Stuff, as well as all of its Intellectual Property where this provides us with a competitive advantage, confidential.

PROCEDURES:

- a. Each employee is to treat all client, financial and commercial information relating to HR Staff n Stuff and its activities as privileged and confidential. No such information is to be disclosed to any outside party at any time, without the prior approval of the Director.
- b. All remuneration packages, salaries and other benefits is a confidential matter between each employee and HR Staff n Stuff. No employee is to discuss this information with any other employee and a breach of this requirement will result in disciplinary action.
- c. No employee of HR Staff n Stuff is permitted to give an interview or provide any information to any media representative without the approval of the Director.
- d. No employee is to remove any confidential information from the HR Staff n Stuff premises, except where there is a genuine reason to do so, related to the operation of HR Staff n Stuff. This includes any information on clients, business partners or employees, including names, phone numbers, addresses, email addresses and credit card details.
- e. Employees will keep in confidence information that has been obtained in the course of their employment and service unless disclosure serves professional purposes or is required by law.
- f. Any employee breaching confidentiality will be subject to disciplinary action and subject to the seriousness and intention of the breach, this could include termination of employment.
- g. Employees must be careful when using electronic messaging containing confidential information to ensure that the messages are not inadvertently sent to the wrong address.