

Protecting Company Information

Protecting our company's information is the responsibility of every employee. Do not discuss the company's confidential business or proprietary business matters, or share confidential, personal employee information (such as social security numbers, personal banking or medical information) with any unauthorized parties. This includes friends, family members, members of the media, or other business entities.

Confidential information does not include information pertaining to the terms and conditions of an employee's own employment, including wages. Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

All telephone calls, emails, or faxed requests regarding a current or former employee's position/compensation with our company must be forwarded to Human Resources.