Confidentiality & Proprietary Information Policy

While working for your organization, staff may be exposed to confidential information about your clients, other staff members and/or the organization. Employees are expected to respect confidentiality at all times. A confidentiality policy may include:

- A document stating the types of information that are confidential
- Consequences for breaching confidentiality

To emphasize the importance of this policy, many organizations address confidentiality during orientation and require all employees to sign a statement that they have read and understand the policy as part of the conditions of employment.