


<b>Human Resources</b>	<b>Document No.</b>	<b>Revision Level:</b>	 <small>MANUFACTURING COMPANY</small>
<b>Description: CONFIDENTIAL INFORMATION POLICY</b>	<b>Issuer:</b>		
	<b>Revised By:</b>	<b>Revision Date:</b> 12/28/2017	

## 1.0 PURPOSE


**1.1** The purpose of this Policy is to inform employees of the Company’s Confidential Information Policy and also to advise employees of their responsibilities and the Company’s expectations pertaining to information deemed confidential. This Policy is not intended to preclude or dissuade employees from engaging in activities protected by Federal or State law, including the National Labor Relations Act.

## 2.0 DEFINITIONS

### 2.1 Confidential Information

2.1.1 “Confidential information” includes, but is not limited to, all information relating to the business, products, designs, services, plans, capabilities, affairs, software, code, operations, or strategies of the Company, its affiliates, Officers, board members, clients, customers, suppliers and/or distributors except to the extent explicitly excluded (below) from the definition of Confidential Information. Some examples of Confidential Information are trade secrets, current or proposed business methods and practices, service plans, concepts, methods, techniques, algorithms, computer codes, technical data, research, product plans, designs or developments, software, hardware, engineering and manufacturing information, processes, inventions, formulas, technology, techniques, drawings, configuration information, finances, client data, cost and market data, client lists, computer programs, marketing and sales information, client or vendor preferences and pricing, business or financial opportunities that are or may be available to the Company, business plans and strategies, and financial information (whether historical or current,) of the Company or the persons and entities listed above, that are not explicitly excluded (below) from the definition of “Confidential Information.”

2.1.2 The following is excluded from the definition of Confidential Information: information that is, through no wrongful disclosure of such information, generally known to the public, but no Confidential Information will be deemed to be generally available to the public because it is embraced by more general published or available information.

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### 3.0 RESPONSIBILITIES


**3.1** Employees are prohibited from using, for the advancement of their personal interests, through investment activities or in any other way-or advancement of any other person or entity's interests, Confidential Information and any non-public information, involving the Company, clients, customers, competitors or others to which they may receive access in the course of their work. This prohibition also extends to the disclosure of such information to outsiders or to fellow employees whose duties do not require that they be given the information.

The Company limits disclosure of its Confidential Information to:

- 3.1.1 Employees with a need to know in order to perform their jobs
- 3.1.2 Third parties requiring the information for a legitimate business purposes, including:
  - 3.1.2.1 Prospective suppliers, vendors, and customers; and
  - 3.1.2.2 Individuals and companies contemplating a business relationship with the Company

**3.2** Employees must treat all Confidential Information as strictly confidential both during employment and after employment. To maintain this confidentiality:

- 3.2.1 Employees must comply with any non-disclosure or other type of agreement governing particular items of confidential information.
- 3.2.2 Employees should not access or use any Confidential Information to which the Company has not provided the employee specific access or authorization to use.


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- 3.2.3 Subject to any further restrictions in any relevant non-disclosure or other type of agreement, employees should not directly or indirectly disclose, publish, communicate or make available Confidential Information to any entity or person that does not have a need or the authority to know and use the Confidential Information, except as required for the employee to perform authorized job duties or otherwise permitted by this Policy.
- 3.2.4 The Company's Confidential Information must be kept in a secure location with limited access.
- 3.2.5 Departing employees must return any Confidential Information in the employee's possession to the Company on termination of employment.
- 3.2.6 This Policy is not intended to apply to activities protected by law, including the National Labor Relations Act.

#### **4.0 IMMUNITY UNDER THE ECONOMIC ESPIONAGE ACT OF 1996, AS AMENDED BY THE DEFEND TRADE SECRETS ACT OF 2016**

##### **4.1 Regardless of the above:**

- 4.1.1 Federal law provides that you will not be held criminally or civilly liable under any Federal or State trade secret law for the disclosure of Confidential Information that:
  - 4.1.1.1 Is made: (a) in confidence to a Federal, State, or local government official, either directly or indirectly or to an attorney; and (b) solely for the purpose of reporting or investigating a suspected violation of law;
  - 4.1.1.2 Is made in a complaint or other document that is filed under seal in a lawsuit or other proceeding.
- 4.1.2 If you file a lawsuit for retaliation by the Company for reporting a suspected violation of law, Federal law provides that you may disclose Confidential Information to your attorney and use the Confidential Information in the court proceeding if you:

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4.1.2.1 File any document containing a trade secret; and

4.1.2.2 Do not disclose the Confidential Information, except pursuant to court order

## 5.0 REFERENCES

5.1 Employee Handbook

5.2 Electronic Information and Acceptable Use Policy

## 6.0 APPROVAL AUTHORITY

WRITTEN / REVISED BY	APPROVED BY	APPROVAL (Initials/Signature)	DATE
	<b>Bruce Gallagher</b>		
	<b>Bunny Comilla</b>		

## 7.0 REVISION HISTORY

REV. #	REV. DATE	SCN No.	REVISED BY	CHANGES

**CONTROLLED DOCUMENT:** DO NOT DUPLICATE! This document was printed on 12/19/2018.

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