



## TEAM MEMBER GUIDE

### **811 CONFIDENTIALITY**

Team Members using the Company's computer data base or electronic mail system and other storage/transmittal devices will be expected to comply with any internal policies and procedures that guide the storage, use and transmission of information through this medium. The protection of confidential business information and trade secrets is vital to the interests and success of the Company.

Team Members must maintain the confidentiality of all Company information and records at all times. Team Members are prohibited from making use of or revealing such information or records, except in the course of the performance of their duties. Similarly, Team Members may not use confidential information obtained through their association or employment with the Company to further any private interests.

Confidential information includes, but is not limited to:

- Compensation data, personnel / payroll records
- Financial information
- Marketing strategies
- Pending projects and proposals
- Proprietary production processes
- Conversations between any persons associated with the Company
- Customer Information
- Pricing matrix

Transmission or improper use of confidential data constitutes theft. Team Members who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment with cause and/or legal action.