



The people you want with the skills you need.

Confidentiality Policy

Confidentiality and discretion are required in the business relationship PIE has with its employees and its customers. In order to protect the interests of PIE and its customers, it is required that, as an employee, you respect and maintain the confidentiality of information, including processes, machinery, product designs, inventions, customer lists, supplies, payroll, miscellaneous data from computer printouts, software, profits, costs and any other information not available to the public. These items listed above, for example, are considered confidential information, even if not specifically marked "CONFIDENTIAL."

By signing this agreement you agree to the following protocol:

- I will not solicit confidential information from any source beyond what is necessary to perform my duties
- I will not discuss confidential information in any setting or form except when performing tasks directly related to my duties
- I will only discuss confidential information with authorized person in an area where privacy can be ensured. For example, confidential information will not be discussed in public or semipublic areas including hallways, waiting rooms, elevators and restaurants
- I will not distribute confidential information in any written or documentary or electronic format to anyone unless specifically authorized to do so, as appropriate, for purposes of performing my duties

Discussing confidential information undermines the confidence the company has placed in our employees and the confidence clients have placed in PIE. Equally, PIE respects its employees and will not divulge under any circumstances to any person or company an employee's home telephone number, cell phone number, home address, or email address without prior consent from the employee.

The information given to employees in the form of an agenda contains all the necessary information for the employee to do his/her job. This information is highly confidential and should be protected. Once the employee receives the information, he/she is responsible for keeping that information confidential.

Any failure to respect and maintain confidentiality can be grounds for immediate dismissal or other disciplinary action.

X _____ Date: _____

Print Name