



## Human Resource Policy Manual

**Subject: Confidentiality & Non Disclosure Policy**

**HR Policy: 120**

**Effective Date: 05/01/05**

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**Revision: Revision Date:**

**Board of Directors Approval: 06/30/08**

**MSHS Policy Council Approval: 09/10/08**

**HS/EHS Policy Council Approval:**

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It is the policy of Texas Migrant Council, Inc., that all information that an employee learns about Texas Migrant Council as a result of working for Texas Migrant Council, Inc. that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by Texas Migrant Council, Inc., or to other persons employed by the corporation who do not need to know such information to assist in rendering services.

Such information includes, but is not limited to the following:

- Clients, Donors, Employees
- Compensation data
- Program and financial information, including information related to donors, and pending projects and proposals.

It is the policy of Texas Migrant Council, Inc., to require employees to sign confidentiality and **non-disclosure policy** statement as a condition of employment. Any employee who discloses confidential Texas Migrant Council, Inc., information will be subject to disciplinary action (including Termination), even if he or she does not actually benefit from the disclosure of such information.

Discussions involving sensitive information are held in confidential settings to safeguard the confidentiality of information. Conversations regarding confidential information should not be conducted on cellular phones, VPN or in elevators, restrooms, restaurants, or other places where conversations might be overheard.