

Policy: Organization's confidentiality

PL No. – 63

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Applicability – All Employees on Company Roll

Total Number of Pages – 1

No employee is authorized at any level to disclose any information related to the Company, its employees, customers, products, technology, processes, or any other information related to the Company. Which may or may not be of value to the company.

Employees who are resigning should not disclose it to other employees other than HR & their senior/HODs. Seniors and HR department staff should not disclose about the resigning employee to anyone outside the company, including former employees. All information that is part of everyday operations should be treated as confidential and should not be disclosed with people who are not part of the Company or employees who have nothing to do with it.

Limit your communication to only those who are related or who should have knowledge of that matter and not to anyone else, this includes internal communication as well. Some examples of the violation of this are-

- 1- An employee who has resigned is talking about it to other HODs, other employees, etc. (this is wrong as it will create gossips & upset in the Company).
- 2- An employee discussing the general business of the company with former employees. (This is wrong as the former employees have nothing to do with the company & it might be damaging to the company as the information may get shared with our competitors).
- 3- An employee is discussing work related problems with his spouse, best friend, co-worker, or relative. (This is wrong because none of this can solve that employee's problem but they will also get disturb by listening to only problems).

So from now on, there is a complete ban on all unrelated internal/external parties gossiping and spreading rumors and information about the company and its Business. You have a job to do, and you do that job well. You keep in touch with others to do that job well but do that only. If it is found and established that an employee violated this, in such case the services of the said employee may be terminated along with his F&F subjected to penalty.

In addition, those who are serving the notice period must comply with this policy in full, unless they have left the company, failing to do so will attract immediate termination from the company with their F&F subjected to penalty.

OK Approved
Written By
Head – HR



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Approved By
Management