

Policy Number: 02.054

Policy Title: Confidential College Information

Policy Type: Employee Handbook

Governing Body: Senior Leadership Team

Date of Current Revision or Creation: September 2014

Confidential College Information

During the course of work, an employee may become aware of confidential information about Antioch College's business, including but not limited to information regarding College finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers, customers. An employee also may become aware of similar confidential information belonging to the College's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to our competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the College may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.