

United Way of Central Ohio Employee Non-Disclosure/Confidentiality – Donor Privacy Policy

United Way of Central Ohio's policy concerning overall business conduct covers the protection of confidential information and trade secrets. During an employee's tenure with United Way of Central Ohio he or she will have access to confidential and proprietary information that is the sole and exclusive property of United Way of Central Ohio including, but not limited to, trade secrets and confidential information as defined below.

All employees are required at all times to keep confidential, and shall not thereafter, either directly or indirectly, without prior and express written consent from United Way of Central Ohio, disclose or make available to any person, firm, corporation, governmental agency, or other entity outside of United Way of Central Ohio, any confidential information or trade secrets of United Way of Central Ohio or United Way of Central Ohio 's donors and vendors, including but not limited to, the whole or part of any hard copies and computer data bases, programs or diskettes containing any scientific or technical information, design, process, procedure, formula, improvement, business plan, financial information, any listing of existing or potential donor or donor names, addresses or telephone numbers, any information related to marketing lists and data bases, existing and future products, donor, vendor or supplier contracts and information, mailing lists, inventories, pricing or billing information, sales figures, general ledgers, balance sheets, consulting reports, internal memoranda and any other similar trade secrets or confidential information. Remember: Employees who possess, use, disclose, convert, copy, duplicate, sell, transmit or transfer any trade secrets or confidential information in violation of this rule are subject to: (1) search of the employee's office or workstation (including desk), personal effects (such as briefcases, boxes, purses, athletic bags, outer garments, etc.), any motor vehicle brought onto United Way of Central Ohio's premises; (2) immediate dismissal from employment; and/or (3) civil and/or criminal legal action to the fullest extent permitted by law.

Prior to or immediately upon an employee's separation from employment with United Way of Central Ohio, whether voluntary or involuntary, the employee shall leave with United Way of Central Ohio and deliver to United Way of Central Ohio all tangible trade secrets and confidential information as defined herein which are in the employee's possession and/or control before or at the time of the employee's separation from employment. Former employees who possess, use, disclose, convert, copy, duplicate, sell, transmit or transfer any of United Way of Central Ohio's trade secrets or confidential information will be subject to civil and/or criminal legal action to the fullest extent permitted by law.

Employee adherence to these standards of business law and ethics is vital to the continued success of United Way of Central Ohio.

All employees are required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.