



Terms and Conditions for Employee Manual Clauses

The Employee Manual Clauses at HospitalityLawyer.com are provided as informational, educational, and illustrative purposes only. HospitalityLawyer.com does not render legal advice. You should always consult legal professionals for your specific needs, questions, and services. If you choose to use an employee manual clause, you do so at your own risk.

HospitalityLawyer.com does not make any representations that the employee manual clauses are suitable for a particular use and the user should always independently assure themselves of the accuracy and legal compliance for their particular jurisdiction.

NON-DISCLOSURE/ INFORMATION CONFIDENTIALITY

Example 1

Employees' employment with [company] assumes an obligation to maintain confidentiality, even after employees leave our company.

Any violation of confidentiality seriously injures [company]'s reputation and effectiveness. Therefore, please do not discuss [company] business with anyone who does not work for us, and never discuss business transactions with anyone who does not have a direct association with the transaction. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality. If employees hear, see or become aware of anyone else breaking this trust, consider what they might do with the information they get from an employee.

If employees are questioned by someone outside the restaurant or departments and other employees are concerned about the appropriateness of giving them certain information, remember that employees are not required to answer, and that we do not wish employees to do so. Instead, as politely as possible, refer the request to the manager on duty.

No one is permitted to remove or make copies of any [company] reports or documents without prior management approval. Because of its seriousness, disclosure of confidential information could lead to dismissal.

Example 2

All the company's information and documentation that an employee comes into possession is the company's private property and not to be disclosed outside the hotel. All employees are instructed not to discuss with or make statements to anyone regarding company policies, procedures or information about an emergency condition.

Example 3

Confidentiality

We respect our employee's privacy and confidentiality; reciprocally, we also expect our employee to respect other's privacy, including our hotel, employees and guests. All sensitive and confidential information and documents should be handled properly. Employees should follow a "non-disclosure" policy on all personal information that is related to their work, unless 1) you are authorized by the supervisors or guests that the information is appropriate to disclose; or 2) required by the federal, state and local law department.

Example 4

All [company] records and information relating to [company] or its customers are confidential and employees must, therefore, treat all matters accordingly. No [company] related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials may be removed from [company's] premises without permission from the company. Additionally, the contents of [company] records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose or where the records or information have previously been disclosed to the public by the company. Employees must not disclose any confidential information, purposefully or inadvertently (through

casual conversation), to any unauthorized person inside or outside the company. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification. Employees will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature.