

The proposed policy strengthens the current policy to add additional examples of protected/confidential information and updates for sharing information via social media. The current policy includes a suggestion for stakeholders to use discretion, whereas the proposed policy explicitly states that all CNE information should be designated as sensitive, unless cleared for public release.

Center for Nonprofit Excellence Confidentiality Policy

Adopted April 2015

Revised June 11, 2019

Revised June 19, 2019

Revised August 4, 2020

The protection of confidential business information and trade secrets is vital to the interests and the success of CNE. It is important for our employees, board members, officers, consultants, vendor and volunteers (henceforth referred to as “stakeholder(s)”) to understand that Company information is proprietary in nature and is the sole property of CNE and/or the customer company.

Any information concerning the business of CNE customers, suppliers, subcontractors or dealers associated with CNE, is confidential and restricted. You may not reveal any such information except under the direction or with the approval of your manager, authorized CNE representative, or authorized Human Resource representative.

Such confidential and Company related information includes, but is not limited to, the following examples:

- Intellectual property, such as software, books and online courses
- Any donor-related information
- Strategic Partnership contracts
- Financial information
- Marketing strategies
- Technological information, such as computer processes, programs and codes written for or by CNE.
- Customer information, such as customer lists and order details
- Pending projects and proposals
- New materials acquired through research & development
- HR file information CNE is required to keep secure and confidential.
- Proprietary production processes
- Courseware, both in book format or in electronic format for e-learning, developed for or by CNE.

Stakeholders should treat all CNE information as sensitive unless specifically designated as cleared for public release. Stakeholders should never divulge any internal Company information on social media sites or anywhere else unless it is specifically cleared for public release. Stakeholders should discuss Company business information only with other stakeholders who have a specific business reason to know or specific business reason to have access to such information.



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If you are not sure about whether a particular type of information is subject to this confidentiality duty, refer inquiries to your manager, authorized CNE representative or authorized Human Resource representative.

Stakeholders who improperly use or remove company business information from Company premises, disclose or steal trade secrets, confidential business information or intellectual property will be subject to corrective action, up to and including termination of employment, even if they do not actually benefit from the disclosed information, unless such disclosure is protected by law. CNE will use all legal means it has available to recover losses due to theft or misuse of any company property, including intellectual property.

Signature

Date