

SELF ENHANCEMENT, INC.

Confidentiality POLICY Effective April 14, 2003

POLICY STATEMENT:

Confidential information regarding the organization, students and clients we serve should in no way be divulged. Divulging confidential information will result in immediate discipline up to and including termination.

PROCEDURE:

Information regarded as personal and confidential including payroll, financial statements, personnel data, and other information should be handled carefully. Managers should instruct their staff, who come in contact with this information, what is personal and confidential and require the staff to write "Personal and Confidential" on any materials on the outside of the envelopes and correspondence. Additionally, employees should be instructed by managers that upon receipt of materials marked "Personal and Confidential," these materials should be left sealed and opened only by the individual to whom they are addressed.

Refer your questions or concerns regarding this policy to the Human Resources, ext. 235.
--