


HB-112	Employee Handbook			
	<p style="text-align: center;">Cumberland Road Fire Department Inc.</p>		Approved By	
			Steven Parrish, Fire Chief	
<div style="border: 1px solid black; padding: 5px; text-align: center;">Non-Disclosure</div>			Effective Date	Revised Date
			7-21-1999	1-5-2015

Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of Cumberland Road Fire Department. Such confidential information includes, but is not limited to, the following examples:

- * Computer processes
- * Computer programs and codes
- * Financial information

All employees may be 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.