

Policy No.: P700-15-2	Type of Policy: Personnel
Policy Title: Confidentiality	
Policy Description: Protecting confidential information regarding the District; company information, its suppliers, customers, and employees.	
Approval Date: 12/18/2007	Last Review Date: 2015
Approval Resolution No.: 68-07	Next Review Date: 2019
Rescinded Resolution No.: 13-97	Rescinded Resolution Date: 2/18/1997

It is the policy of the Board of Directors of Dublin San Ramon Services District:

In the course of employment, employees may have access to confidential information regarding the District, its suppliers, its customers or even fellow employees. Each employee shall be responsible for safeguarding confidential information obtained in connection with his or her employment.

Employees shall return all confidential information obtained during the course of employment to the District immediately upon separation of employment.

The General Manager shall develop comprehensive rules in furtherance of this policy.

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
Date Adopted:	
December 18, 2007	
Reviewed by Committee or Board:	Date:
Personnel	May 5, 2011
Board	June 16, 2015