

Protecting the Company's Information

It is the duty of every employee to do whatever it takes to protect and safe keep the classified information of the company.

In the context of this chapter any information that is related to the financials, pricing and commercial information, Manufacturing Process and R&D related information etc is covered under the definition of “classified information”.

In this competitive age, information is the key to success. Persons with vested interests, vendors and suppliers, and the competition will always be keen to access such classified information. It is a part of corporate life we have to deal with. It is therefore imperative that we are alert at all times, how and when and with whom we share classified information.

The following actions would compromise on the use and security of classified information.

- Not securing and locking away classified information.
- Loose and casual sharing of passwords that protect files and data.
- Not following security protocols. Always consult and seek help from the IT Help Desk to transfer and receive data and information safely.
- Not sealing envelopes adequately when sending through the post or the courier services.
- Not reporting the unusual and unrelated interest shown by employees and other outsiders in your area of work.
- Not reporting unusual internal and external visitors to areas that are meant for restricted personnel only.
- Sharing process related data, R&D data, Quality Assurance data etc that has not been authorized in advance.
- Loose talk in public places about classified information and data.