



AJM GROUP

Report - *Confidentiality*

Definition:

Confidentiality is the state of maintaining a secret or any private information that is entrusted to the person.

Example:

An individual working for an organization that manufactures a sauce in the department that has access to the portions of the ingredients going in is said to be maintaining confidentiality if they don't share these ratios with anyone else.

Requirements:

- You shall not disclose, divulge or communicate to any person any trade or business secrets you may have learned during your employment.