



HALLS HEAD BOWLING & RECREATION CLUB INC

CONFIDENTIAL INFORMATION POLICY 2023-2024

OBJECTIVE

The objective of this policy is to ensure that all members and employees are aware of their obligations to treat as confidential all information they may access, or become privy to, during the course of their membership or employment.

SCOPE

"Information" as expressed in this policy is defined as, but not limited to:

- a) Minutes of meetings; for example, board meetings, staff meetings, counselling and disciplinary meetings, etc
- b) All documents (current and historical) that relate to general business and commercial matters, accounting, finance, employment, gaming, liquor etc.
- c) All documents (current and historical) that relate to members and guests
- d) Any other piece of information that staff (including managers) may access, or become privy to, during the course of their employment with the Club.

Note: Members and employees who are unsure about whether certain information is confidential must seek clarification from the Club Secretary.

BREACH OF POLICY


The Club has an obligation to consistently apply and enforce this policy. Likewise, staff must comply with this policy.

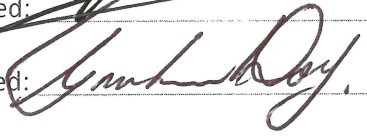
Any member or employee who breaches this policy shall be subject to counselling and/or disciplinary action, which may include termination of employment.

Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

Signature

Signed:  Club President Date: ^{15th} June 2023

Signed:  Club Secretary Date: ^{19th} June 2023

Next policy review date is June 2024