



# Novi Woods Montessori

## ***Employee Handbook***

I \_\_\_\_\_ acknowledge and agree with the following:

- 1) I have received a copy of Employee Handbook (Rev. 02/17).
- 2) I have read and agree to comply with the policies contained in the Handbook, and have been given an opportunity to ask questions about the content of the Handbook.
- 3) I agree that I will conform to these policies and procedures and understand that these policies and benefits may be amended, modified, terminated or replaced by Novi Woods Montessori.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## ***Non-Disclosure Agreement***

The protection of confidential business information and trade secrets is vital to the interests and the success of Novi Woods Montessori. As an employee of Novi Woods, you may have access to certain confidential information pertaining to children enrolled in the program and the business of Novi Woods. Such confidential information includes, but is not limited to, the following examples:

- |                                   |                              |
|-----------------------------------|------------------------------|
| • Personnel records               | • Payroll records            |
| • Children's personal information | • Lists of enrolled children |
| • Children's health records       | • Vendor contracts           |
| • Children's family situations    | • Pricing information        |
| • Salary information              | • Financial information      |

Protecting Novi Woods's information is the responsibility of every employee, and all employees share a common interest in making sure it is not improperly or accidentally disclosed. The employees are expected to maintain the information they receive pertaining to children or information, which is of a non-public or confidential character in the strictest of confidence and may not disclose such information to any person not expressly authorized to receive it. Information pertaining to children enrolled in the program should never be divulged in any manner or for any reason outside of the direct functions of their job responsibilities.

The obligation to maintain confidentiality is a condition of employment and the responsibility for not disclosing confidential information received during the course of employment continues after employment with Novi Woods ceases. 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.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_