IS IT CONFIDENTIAL?
RESPECT IT. PROTECT IT.

Know your responsibilities:

- Be protective. If your job exposes you to confidential or non-public information, keep it secure.
- Work with care, only accessing the information you need to do your job.
- Never share confidential information with an unauthorized individual or on social media.

If you see or suspect that confidential information has been breached, speak up. Talk to your manager or another internal resource.

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