PERSONNEL POLICY

SUBJECT: CONFIDENTIAL INFORMATION

DATE: January 1, 2017   Number: 302-16

I.   Statement of the Policy

Fulton County's confidential and proprietary information is vital to its current operations and future success.   Each employee should use all reasonable care to protect or otherwise prevent the unauthorized disclosure of such information.   In no event should employees disclose or reveal confidential information within or outside Fulton County without proper authorization or purpose.

II.   Establishment and Implementation of Procedure

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.

PERSONNEL PROCEDURE

SUBJECT: CONFIDENTIAL INFORMATION

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I.   Definition of "Confidential Information"

"Confidential Information" refers to a piece of information, or a compilation of information, in any form (on paper, in an electronic file, or otherwise), related to Fulton County's business that Fulton County has not made public or authorized to be made public, and that is not generally known to the public through proper means.

By way of example, confidential or proprietary information includes, but is not limited to, nonpublic information regarding Fulton County's business methods and plans, databases, systems, technology, intellectual property, know-how, marketing plans, business development, products, services, research, development, inventions, financial statements, financial projections, financing methods, pricing strategies, customer sources, employee health/medical records, system designs, customer lists and methods of competing. Additionally, employees who by virtue of their performance of their job responsibilities have the following information, should not disclose such information for any reason, except as required to complete job duties, without the permission of the employee at issue: social security numbers, driver's license or resident identification numbers, financial accounts, credit or debit card numbers, and security and access codes or passwords that would permit access to medical, financial or other legally protected information.

Confidential Information does not include any information which is required to be disclosed by state or federal law or information lawfully acquired by non-management employees about wages, hours or other terms and conditions of employment. Nothing in this Policy prohibits an employee from communicating with any governmental authority or making a report in good faith and with a reasonable belief of any violations of law or regulation to a governmental authority, or disclosing Confidential Information which the employee acquired through lawful means in the course of his or her employment to a governmental authority in connection with any communication or report, or from filing, testifying or participating in a legal proceeding relating to any violations, including making other disclosures protected or required by any whistleblower law or regulation to the Securities and Exchange Commission, the Department of Labor, or any other appropriate government authority. To the extent an employee discloses any Confidential Information in connection with communicating with

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These policies do not create a contract of employment. Employment for non-classified employees remains "at will".

a governmental authority, the employee will honor the other confidentiality obligations in this Policy and will only share such Confidential Information with his or her attorney, or with the government agency or entity. Nothing in this Policy shall be construed to permit or condone unlawful conduct, including but not limited to the theft or misappropriation of Company property, trade secrets or information.

II.   Confidentiality Agreement

Employees may be required to execute a confidentiality agreement depending on their work assignment.   Regardless of the existence of a confidentiality agreement, every employee is subject to this policy. Any employee who violates this policy could be subject to discipline up to and including dismissal.