

Institute for Medical Research, Inc.	Policy on Non-Disclosure	No. 106	
		Effective Date 4/14/09	
		Revision Date 8-21-13	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

Purpose

To establish IMR's policy on non-disclosure.

Scope

IMR Board of Directors, Employees and Investigators

Policy

The protection of confidential business information and trade secrets is vital to the interests and the success of IMR. Such confidential information includes, but is not limited to, the following examples:

- * compensation data
- * computer processes
- * computer programs and codes
- * customer lists
- * customer preferences
- * employee information
- * financial information
- * marketing strategies
- * new materials research
- * pending projects and proposals
- * research and development strategies
- * scientific data
- * scientific formulae
- * scientific prototypes
- * technological data
- * technological prototypes

All employees and IMR Board members may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information may 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.