

Institute for Medical Research, Inc.	Policy on Access to Personnel Files	No. 202	
		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 access to personnel files.

Scope

IMR Employees and Investigators

Policy

IMR maintains a personnel file on each employee and files are maintained in a locked cabinet in IMR's Administrative Offices. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of IMR, and access to the information they contain is restricted. Generally, only supervisors and management personnel of IMR who have a business purpose to review information in a file are allowed to do so. Any requests to review personnel files will be reviewed on a case by case basis.

Employees who wish to review their own file should contact the IMR Administrative Office. With reasonable advance notice, employees may review their own personnel files in IMR's offices and in the presence of an individual appointed by IMR to maintain the files.