Policy Title: Non-Disclosure

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

- designs and drawings
- computer processes
- computer programs and codes
- customer lists
- financial information
- marketing strategies
- new materials research
- pending projects and proposals

All employees 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 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.