

INFORMATION POLICY

At Amark, the information we handle every day if mishandled could pose a threat to our company, our families, and our country. That is why it is of the utmost importance that we watch what information we share verbally, written, and electronically. Violation of these policies could lead to termination and possible legal action.

1. Any information received by fax, e-mail, written letter, or verbally that is perceived as confidential should be so marked upon receipt. Written, fax, or printed by rubber stamp in red. E-mails that are forwarded, replied to, or saved should be noted in the subject line.
2. Any information marked “Confidential” or “Proprietary” or any information that would reasonably be regarded as confidential should NOT be copied or shared outside the company with out permission from the giver (customer, vendor, manager. etc.) of the information.
3. All Amark polices, procedures, work instructions, time cards, payroll information, and any other company information shall not be shared verbally, written, faxed, or electronically with anyone outside the company with out the direct permission of the owners of the company.
4. All Amark employees, contractors, vendors, and anyone else working with the company is required to understand and follow these policies.