

Section Name: CORPORATE POLICIES – EMPLOYEES
Section No: 2
Policy No: 2.11
Subject DISCLOSURE OF EMPLOYEE INFORMATION

Date: 10/97
Supersedes: 07/85 (3.7)

Employees at all levels within the Company may be contacted by individuals seeking information about current or former employees of the Company. Because both employees and the Company may be held liable for improperly releasing certain types of such information, only the information described in the procedure below shall be released, and then only in accordance with that procedure.

PROCEDURE

1. **Referral:** All requests for personal or employee-related information concerning a current or former employee shall be referred to the local Human Resources representative for response. Human Resources will handle inquiries as follows:

Verbal Inquiries: The following information shall be verified, but only with prior written authorization from the individual about whom information is sought:

- Employment status
- Date of hire
- Length of employment
- Job title
- Current or ending salary

Written Inquiries: The following information will be provided, but only with prior written authorization from the individual about whom information is sought:

- Employment status
- Date of hire
- Length of employment
- Job title
- Reason for separation from Company
- Eligibility for rehire
- Salary history with the Company

2. **Personal Reference Recommendation:** Prior to providing a personal reference for any current or former employee, employees shall confer with their Human Resources representative.
3. Unit managers shall ensure that all employees are kept aware of this policy.

Updates:

Human Resources

References:

U.S. Human Resources Policy Manual

Corporate Policies:

- 7.7, Subpoenas, Summons and Other Legal Process
- 7.8, Response to Government Investigations

Related Topics

Section Name	Policy No	Subject
CORPORATE POLICIES – LAW	7.7	Subpoenas, Summons and Other Legal Process
CORPORATE POLICIES – LAW	7.8	Response to Government Investigaitons