

E 310 - PAYROLL INFORMATION

It is the policy of the Company, to protect the privacy of our employees. Therefore, the following procedures will be adhered to:

Employee salary, address and other information is confidential and will not be released except to Officers of the Corporation. Others will not have access to personnel files. Payroll records will be kept in locked file cabinets at all times and not left unattended. Information required by others will only be released on a request basis.

Employee address lists are confidential and will not be issued or copied without approval of the Director of Human Resources.

Employees may review their files only in the presence of the Director of Human Resources.

All confidential payroll reports will be shredded rather than simply thrown in the trash.

All inserts to paychecks must be approved in advance by the Director of Human Resources & or President or his designee.

Payroll information will be verified by telephone for credit or reference checks.

When payroll system reports functions are being run or printed, they will not be left unattended on the copier.

Any overtime must be pre-approved by the department manager.