



Trees Organic  
COFFEE & ROASTING HOUSE

## **Policies & Procedures**

### **Privacy**

Trees Organic will collect personal information about employees for the purpose of payroll and other reasons relating to employment. Personal information will be kept secure at all times, to be accessed only by management and/or payroll administrator.

At no time will the Company divulge personal information about any employee to anyone outside the Company, unless required by law or with express written permission from the employee.

Employees must not give out any personal information of any co-workers to anyone outside the company, including but not limited to phone numbers, addresses or work schedules.

Employees may not divulge any information relating to the Company, including but not limited to sales, profits, recipes, procedures, alarm codes or safe combinations.