

SECRET
CONFIDENTIAL
TOP SECRET

1. The purpose of this document is to provide information regarding the activities of the [redacted] and to ensure that the necessary steps are taken to protect the security of the [redacted].

2. It is the policy of the [redacted] to maintain the highest standards of security and to ensure that all personnel are fully aware of their responsibilities in this regard.

3. All personnel are required to adhere to the following guidelines: (a) Do not discuss [redacted] information with unauthorized personnel. (b) Do not use [redacted] information for personal gain.

4. Any personnel who are found to be in violation of these guidelines will be subject to disciplinary action, up to and including termination of employment.

5. This document is classified as [redacted] and its contents are to be kept strictly confidential. It is to be stored in a secure location and its distribution is to be controlled.

6. Any personnel who have access to this document are to be aware that its contents are to be used only for the purposes stated herein and are not to be disseminated to the public.

7. This document is to be reviewed periodically to ensure that it remains current and relevant. Any changes to this document will be made in accordance with the appropriate procedures.

8. The [redacted] is committed to the highest standards of security and to the protection of its information. It is the responsibility of all personnel to ensure that these standards are maintained.

9. This document is to be destroyed when it is no longer needed. It is to be stored in a secure location and its distribution is to be controlled.

10. Any personnel who are found to be in violation of these guidelines will be subject to disciplinary action, up to and including termination of employment.

11. This document is classified as [redacted] and its contents are to be kept strictly confidential. It is to be stored in a secure location and its distribution is to be controlled.

12. Any personnel who have access to this document are to be aware that its contents are to be used only for the purposes stated herein and are not to be disseminated to the public.

13. This document is to be reviewed periodically to ensure that it remains current and relevant. Any changes to this document will be made in accordance with the appropriate procedures.

