

	RESOURCE LIBRARY - ADMINISTRATION General Hotel Policies	CODE: 02.01.004
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Confidentiality Declaration

保密声明

1. By signing this form, I acknowledge the hotel's requirement not to disclose data or procedures for accessing data which I have access to or knowledge of.
通过签署此声明，我承认知晓酒店对于数据保密及数据存取程序的要求。

2. I understand that passwords and security codes which would enable another person unauthorized access to sensitive hotel data must not be disclosed to anyone else.
我理解，能够让其他人查询酒店敏感数据的密码及安全码不应该泄露给任何其他人。

3. If I forget my ID or password or if anyone else learns of my password I will contact the Controller immediately.
如果我忘记我的用户名及密码，或者我听说有其他人知晓我的密码，我会立即联系管理员。

4. All files will be kept securely locked when my office is being left unattended.
在办公室无人看管时，所有的文件都应该安全的锁在柜子里。

5. I understand that hotel files, agreements, quotations, mailing lists, policies and other procedure manuals are for the use of employees of XYZ Hotels. They must not to be removed from the premises or duplicated for anyone else not employed by the hotel or leaving the employment of the hotel unless specifically authorized by the General Manager.
我理解，酒店的文件、协议、报价、邮件列表、政策和其它程序指南是供酒店员工使用的。除非经过总经理的特殊授权，否则，以上所提所有的文件都不应该从酒店移走，也不应该提供文件复印件给非酒店雇佣人员或即将离职人员。

6. I realize that the above-mentioned points are enforceable by the hotel's disciplinary procedure.
我充分了解以上各点是强制执行的酒店纪律程序。

Name: _____ Job Title: _____
 姓名 职位
 Signature: _____ Date: _____
 签名 日期