

## MAINTAINING CONFIDENTIALITY 保持机密性

Name of Employee: 员工姓名:		
Position: 职务:	Department: 部门:	

### Subject and Description of the policy : 主题与政策描述:

Our Company is engaged in providing hospitality services and guest care, which requires that a strict code of confidentiality of information is maintained.

致力于向宾客传递关怀的接待服务型酒店。正因为如此，其要求员工应严格遵循信息的机密性准则。

No information regarding guests will be given to anybody in respect to their privacy.

对于客户信息，凡涉及其隐私的，均不得透露给他人。

No employee will store information outside of the hotel (either written or in electronic form) about any matter pertaining to the conduct of the hotel's business.

凡涉及酒店商业行为的，任何员工均不得将其存储在酒店之外（不论是书面形式的信息还是电子形式的信息，概不例外）。

No information regarding the Hotel's processes shall be given to anybody without permission of senior management.

未经高级管理人员允许，不得将酒店流程的任何信息透露给他人。

Conversations regarding prices, services, room numbers, gossip etc... about one guest to another is prohibited. Any employee who compromises information may be subject to dismissal.

禁止就如下内容的展开谈话：一方客户向另一方客户提供报价、服务、房号和流言蜚语等信息。凡擅自透露信息的员工，其均可能被解雇。

In addition, idle gossips or dissemination of confidential information within the hotel, such as personal information, financial information, events information etc... will subject the responsible employee to disciplinary action or possible termination.

此外，在宾馆内散播流言蜚语或机密信息的（例如个人信息、财务信息和大型活动信息等），相关责任员工将会受到纪律处分，或者可能会被解雇。

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Declaration:  
声明：

I do hereby affirm that I will maintain the highest standard of confidentiality as mentioned above, and  
本人特此确认，本人将遵循上述最高机密标准。并且，  
I understand that any mishandling concerning this issue will be cause for a dismissal.  
本人业已了解，凡涉及该问题的违纪行为，均可能造成解雇的后果。

Employee Name : 员工姓名：	Date : 日期：	Signature : 签名：