

# MENNONITE VILLAGE POLICY & PROCEDURE

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TITLE: Release of Employee Information

PROCEDURE NO: HR 700.25

REPLACES: NEW

PAGE(S): \_\_\_\_\_

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## PURPOSE:

It is the goal of Mennonite Village to establish consistency on what information the company will release on a current or past employee. All request for personal information should be directed to the Human Resources/Payroll Team.

## POLICY:

1. The Human Resources and Payroll team is authorized to release information concerning our company's employees.
2. Only authorized personnel with a "need-to-know" basis (employment department, employment reference checks, government officials, financial institutes, etc.) are entitled to access personal information about Mennonite Village employees.
3. Only the personal information listed below will be provided without written consent of the employee:
  - a. Dates of employment
  - b. Position(s) held
4. All request for information about our employees must be directed to the Human Resources/Payroll team. Failure of an employee to adhere to this policy may result in disciplinary action up to and including termination of employment.
5. Personnel records or copies of contents of related files are the property of Mennonite Village. Such records will only be released upon the issuance of a duly-authorized subpoena or as otherwise permitted by law.