

POLICY NUMBER 9

PERSONAL INFORMATION

ASG officers, members and/or employees do not have the authority to distribute to the public, either verbally or in writing, any personal information regarding any other officer, member, or employee.

Clause I. Personal information shall include, but not be limited to, the following:

- Home telephone
- Work telephone
- Cell telephone
- Home address
- Place of employment
- E-mail addresses
- Class schedules

Clause II. Publication of the Office Hours schedule, and posting of such at the ASG office, shall not be construed as a violation of Policy 9.

Clause III. Officers or members found in violation of Policy 9 shall be held accountable pursuant to the provisions of Article VIII of the Bylaws. ASG employees found in violation may have their employment terminated.

Approved 5 October 2005