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and appreciate the opportunity of assisting your
organization.**

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Please remember that **employees may not take any company property out of the building for personal use without the authorization from (POSITION/TITLE)**. This includes our products, waste materials, machinery, tools, or equipment.

All records of the Company, including the names and addresses of its customers/clients, are and shall remain the sole property of the Company at all times during and after employment. No records or any part of them shall be removed from the premises at any time and the names, addresses, and other facts contained in such records shall not be used except in the ordinary course of conducting business for the Company.

Violation of this rule may result in discipline up to and including termination; and the possibility of prosecution. Do not make careless assumptions when it comes to this matter.