



## “Office” Document Classification Levels

Label	Description
Public	Information that has been made public, but the distribution of which outside of Vaudoise must still be approved by an authorized body (e.g. communications team), or a document that is external to Vaudoise and already classified as “Public”.
Internal	Information intended for free distribution to all Vaudoise employees as well as to external persons working on behalf of and for/with the account of Vaudoise. <u>This classification level is automatically applied to all new documents.</u>
Restricted	Information to be distributed on a restricted basis to a published list of internal or external recipients (group or category of personnel, client, partner...).  This applies to information circulating between members of a particular group, such as a working group, project team, members of the same department or management team etc.
Confidential	Confidential information is reserved for a list of specific named recipients. Its disclosure, particularly to external parties, could have significant consequences for the image of Vaudoise and/or for all or some of its activities.