

CONFIDENTIALITY POLICY

General

All information that:

- is or has been acquired by you during the course of your assignment or has otherwise been acquired by you in confidence.
- relates particularly to our business or that of other persons or bodies with whom you have dealings with throughout the course of an assignment.
- has not been made public by or with our authority or the authority of the client you are working with.
- shall be confidential and you shall not, at any time (whether before or after the end of your assignment or time of working through us) disclose such information to any person without written consent by relevant party.

You are to exercise reasonable care to keep safe all documentary or other material containing confidential information and shall, at the time of assignment completion or at any other time upon demand, return to the relevant parties such material.

Use Of Internet Social Networking Sites

We require employees to understand the potential for breaches of confidentiality and abuse of others when using social networking websites (such as 'Face book' or 'Twitter'). The Company allows you to use social networking websites whilst at work but only during authorized breaks or before and after your designated start and finish times, subject to the following rules/and also expects the following rules to be adhered to should you use such sites outside of work

Confidentiality

You must not discuss or make direct or indirect reference to our business, your work, colleagues, suppliers, client and customers, whether potential or current, or any associated business on social networking sites. This is essential so as to preserve the confidentiality and security of all concerned. Staff should not do anything to jeopardize our confidential information and intellectual property through the use of social media. You should not use our logos, brand names, slogans or other trademarks, or post any of our confidential information.

Discussions Regarding Your Employment

Entering into discussions about your activities at work when you are outside of work may be misinterpreted and, therefore you are required not to make any comments if they could be related to our business or your work in any way. Even making general comments about your time at work could be misconstrued. You should not make any comments that are derogatory or may bring reputation of the business, or anyone associated with it into disrepute. Staff should make it clear in social media postings that they are speaking on their own behalf. You should write in the first person and use a personal e-mail address when communicating via social media. If you see content in social media that disparages or reflects poorly on our business, you should contact a member of management as soon as possible.

DECLARATION

I _____ confirm that I have read, understood and will adhere to the Company's Confidentiality Policy Document.

Signature _____ Date _____