



### **Confidentiality Policy**

All employees shall not, except as authorised by your manager or as required by his/her duties, reveal to any person any confidential information which may come to his /her knowledge during his/her employment hereunder and shall keep with complete secrecy all confidential information entrusted to him/her and shall not use or attempt to use any confidential information in any manner which shall or is reasonably likely to injure or cause loss either directly or indirectly to the company or its business.

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This restriction shall continue to apply at the termination of the employment without limit in point of time but shall cease to apply to information which shall come into the public domain (other than through his/her default).

All copies of such confidential information shall be the property of the company and shall be returned immediately on termination of employment.

Employees shall execute and comply with such written undertakings to preserve the secrecy of confidential information or other such documents as the company shall from time to time require or be required to accept.

All employees are bound by our confidential agreement.

Company Number 08097171