



CONFIDENTIALITY STATEMENT

This statement outlines the importance to HSGFM of discretion and confidentiality and applies to all types of workers and contractors of the company.

HSGFM requires all workers to maintain confidentiality in carrying out their work and to ensure that confidential information is not given to any third party that does not have a legitimate need to know.

Confidential information includes all information relating to products and services, designs, projects, plans or business affairs of the company, its customers, suppliers and business associates.

Principles

The following overarching principles apply to your employment:

- You are bound to maintain confidentiality and not to disclose any confidential data, whether marked confidential or not.
- You must inform the company immediately if there is an actual or potential risk to the confidentiality of the business.
- The duty to maintain confidentiality remains after the contract of employment is terminated for whatsoever reason.

Rules

The following rules will apply to confidential information and all general company information:

- You must only use confidential information for the purpose it is entrusted to you.
- Company information, including personal data, must be kept secure at all times and you must follow any instructions given to you to ensure it cannot be compromised;
- Company information must not be published, copied, photographed or disclosed in any way to a third party without the prior written consent of the company;
- Confidential information must not be converted into any alternative format without the prior written consent of the company;
- You must not remove any confidential information from the company or client premises without the express consent of the owner of such confidential information. This includes documents, notes, sketches or any other item containing confidential information.

A breach of the company policy on confidentiality may constitute serious misconduct that invokes the disciplinary procedure.

Further details of our expectations in relation to confidentiality and the use of personal data are contained in our Company Handbook and you are advised to refer to this for additional information.

AGREEMENT

I have read, understand and agree to adhere to the terms of the Confidentiality Statement. I will ensure that any workers under my direction also adhere to these terms. I understand that the company may invoice the disciplinary procedure if there is a breach of confidentiality.

Signed: Print name:

Position: Date: