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## CONFIDENTIALITY/INTELLECTUAL PROPERTY POLICY

### Purpose

This policy clarifies Intellectual Property, Marketing Properties, Corporate and Business Names, and Proprietary / Confidential Information, their impact at and your responsibilities in protecting them.

The purpose of the Confidentiality/Intellectual Property Policy is to provide a framework and guidelines for management and employees when engaging and operating in our information sharing culture, with particular reference to Confidentiality and Intellectual Property. This undertaking is designed to protect the know-how of and the results of its research and studies, and includes specific limits to protect your professional freedom of choice.

### Scope

This policy applies to all employees (including previous employees) and contractors and to any other person who is notified that this Organisation Policy applies to them.

### Definitions

includes its subsidiaries and related entities.

**Confidential Information** can be defined as any of the trade secrets, or confidential operations or dealings or any information concerning the organisation, finances, transactions or affairs of its members or their businesses that is not otherwise available in the public domain.

**Intellectual Property (IP)** can be defined as the representation of the property of our minds or intellect. In business terms, this also means our proprietary knowledge. For , IP refers to materials created, developed, modified or used in company offices including materials, which relate directly or indirectly to business or to the business of our clients.

Such Confidential Information and IP include but are not limited to;

1. Technical Information: Methods, processes, inventions, computer programs, strategies, drawings, reports or manuals.
  2. Organisation Information: Clients lists, sources of supply and marketing, production or merchandising systems or plans, access codes including usernames, passwords and authoritative devices.
  3. Payroll Information: Employee data, salaries or wages.
  4. "Communicate" includes Verbal, Written, or distribution though Facsimile or Electronic mail.
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**Regarding Confidentiality and Intellectual Property, we expect employees to:**

1. Undertake not to except as authorised or required by , to communicate to any person or persons or entity any Confidential Information
2. Undertake not to use or attempt to use any Confidential Information in any manner, which may be likely to injure or cause loss either directly or indirectly to or its members, customers or their businesses.
3. Acknowledge that this restriction shall continue to apply without limit in point of time i.e. after I cease to be employed by but shall cease to apply to information, which has become public.
4. Undertake not to without management's permission, to retain copies of documents, files or reports, or any confidential information that I establish, or receive, understanding such documents remain the property of . This includes disks or tapes or other computer material.
5. Undertake to keep safe and secure confidential information.
6. Undertake to use confidential information solely for the purpose of performing my duties as an employee of .

**Employees Agree:**

- Upon termination of their employment from they shall return to all documents relating to and all Confidential Information in a material form and shall not retain any copies
- Confidential Information or Intellectual Property created by the employee in the course of their employment by is the sole property of . Employees assign the whole of their right, title and interest (if any) to any such Confidential Information or Intellectual Property.

**Breach of Policy**

A breach of this policy will be addressed and Standard Disciplinary procedures may apply, refer to Performance Management Procedure ([PRO04](#)).

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