



CONFIDENTIALITY POLICY

Employees must not disclose any trade secrets or other information of a confidential nature relating to our business or any of our associated companies during or after employment except in the proper course of employment or as required by law.

Documents or tangible items which belong to us or which contain any confidential information from our premises must not be removed at any time without proper advance authorisation, nor should they be copied or distributed.

Employees must return to us upon request, and in any event, upon the termination of employment, all documents and tangible items which belong to us or which contain or refer to any confidential information. Also, employees must if requested by us, delete all confidential information from any re-usable material and destroy all other documents and tangible items which contain or refer to any confidential information.