

CONFIDENTIALITY POLICY

Purpose

Protek is committed to maintaining and safeguarding the confidentiality and privacy of company and employee information and protecting the best interests of all stakeholders.

This policy sets out the company's expectations and how confidential information is to be dealt with at work.

Scope

This policy is applicable to all Protek Directors, Managers and Employees.

For the purposes of this policy, Confidential Information means any trade secret or confidential information relating to or belonging to Protek, or any related bodies corporate and includes, but is not limited to:

- All information regarding our clients and those of businesses related to Protek;
- Business methods and marketing strategies;
- Financial affairs and accounting methods;
- Supplier and clients lists, and client agreements;
- Intellectual Property;
- Inventions;
- Terms of trade;
- Clients information and other personal information;
- Products, product designs, components of products, product lines, pricing policies, pricing lists and costing;
- Manuals, procedures, maintenance scheduling, training materials, and computer programming information;
- Technical data;
- Research and development;
- Budgets and strategies;
- Software and source code of any software;
- All personnel files; or
- Any information that could reasonably be assumed to amount to confidential information or which has been identified as confidential by Protek

Policy

Confidential company information is considered to be Protek property and may be used or disclosed only with proper authorisation and only in the exercise of employee's duties.

- Protek has the right to protect certain types of information especially that which might jeopardise the company's clients and suppliers, give competitors advantages and harm investors and employees;
- Each employee must protect confidential information to which he or she has authorised access, or to which he or she gains inadvertent access. Access, in itself, never confers the privilege of disclosing the information;
- Employees must protect confidential information of clients;
- The protection of confidentiality of Protek extends to confidential information of all employees, suppliers and clients of Protek.

Definition of Confidential Information

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- All information regarding our clients and those of businesses related to Protek Business methods and marketing strategies;
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- Any information that could reasonably be assumed to amount to confidential information or which has been identified as confidential by Protek.
- Wage and salary details

Right to Confidential Information

Confidential Information remains at all times the exclusive property of Protek and employees shall at no time have, and must not assert, any proprietary or intellectual interest or right in the Confidential Information.

Approvals and Advice

Employees are encouraged to discuss issues and concerns pertaining to Protek’s commitment to ethical business practices with their Managers. All Managers shall be responsible for the enforcement of compliance with this policy. Any questionable circumstances requiring investigation, potential breaches of this policy or interpretation under this policy should be referred to a HR Representative.

Disciplinary Action

Disciplinary action up to and including termination of employment/services may result from any breach of this policy.

Related Documents

- Performance and Discipline Policy

Authorised By

Signed *Tarrsha Watkins*

Managing Director

23/03/2021

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V1.0	02/10/2017	Tarrsha Watkins
V1.1	23/03/2021	Tarrsha Watkins