

Adapt Consulting Company Limited

CONFIDENTIALITY POLICY

Information concerning AdaptConsultingCompany's clients, products, services, plans, records, etc. should be regarded as confidential and should not be disclosed to, or talked about with, anyone except Company employees or appointed advisers.

Contractual Terms

For the avoidance of doubt, this policy in its entirety is contractual and forms part of your Contract of Employment.

Overview

1. AdaptConsultingCompany's business requires a close working relationship with its clients and any information given to the Company by a client must be deemed to be confidential and the leakage of any such information to other parties whether by accident or design is potentially damaging.
2. No client or Company information may be removed from AdaptConsultingCompany's offices (other than in the ordinary course of business) without the prior written authority of a Director.
3. Any deliberate infringement of these rules will be regarded as a most serious breach of conduct and could result in disciplinary action, which may result in an employee's dismissal. Accidental breach will also be regarded as a breach of rules and may be subject to disciplinary action.

EMPLOYEE OBLIGATIONS

An employee should not at any time during their employment (except in so far as is necessary and proper in the course of their employment or otherwise expressly authorised or required to do so by a Director) or at any time after the termination of their employment, disclose to any person or company or social networking site or make use of any information, whether considered secret or confidential or otherwise, which may come to the employee's knowledge during the course of their employment, howsoever that information is obtained concerning the existence, identity, business, transactions, personnel or the Company details, practice, operations, dealings, affairs or otherwise of the Company, its officers, employees or its existing, former or potential customers or business contacts. Any breach of this term during the course of employment may lead to an employee's dismissal, with or without notice. The Company also reserves the right to take whatever legal action it may deem appropriate against an employee or former employee who is found to be in breach of this term.

If you are in any doubt as to whether information is confidential or not, speak to a Director in the first instance BEFORE you use or disclose that information to ensure compliance with this policy.