

**Servisource's Security and Confidentiality Agreement**

**Purpose**

To communicate the content of Servisource's 'Security & Confidentiality Agreement'.

**Scope**

This policy applies to all employees including those who job-share, work part-time and/or are on temporary and fixed term contracts.

**Conditions**

This agreement outlines the Company's approach to security and confidentiality as follows:

Employees are required to:

- Devote their whole time, attention and abilities to the business of the Company during business hours and will ensure that they promote the interests of the Company at all times;
- Ensure that they do not engage in any other business other than that of the Company without the written permission of the Company;
- Undertake not to divulge or communicate to any other persons any of the trade secrets or other confidential information of the Company, or any of its subsidiaries or associated Companies. This restriction will continue to apply even after the termination of employment until such time as information or knowledge comes into the public domain;
- Perform their work with integrity and objectivity;
- Ensure that they do not disclose to anyone confidential information about a client's affairs, except to the CEO or other designated person in the business who is concerned with the work of that client;
- Comply with the Company's policies on professional conduct and use of technology;
- Agree that all intellectual property rights, including but not limited to any ideas, know-how, database rights, copyright, business ideas, concepts, techniques, goodwill, documentation, software specifications or developments and/or other confidential information created in the course of your employment or provision of services to the Company, shall belong to the Company and shall only be used for the purposes of carrying out their employment duties for the Company.

All books, diaries, documents, letters, papers, lists of customers and/or clients, memoranda or communications in writing or electronic form which come to your attention or possession during the course of your employment with the Company, shall be treated as confidential and will remain the property of the Company. Employees will not make, except for the purpose of carrying out their duties or services, copy or extract from any such documents. All of the above should be stored on authorised Company systems and should not be stored externally to the business.