



CONFIDENTIALITY POLICY

Recopak Machinery Pty Ltd

POLICY STATEMENT

We designed our company confidentiality policy to explain how we expect our workers to treat confidential information. Our workers will unavoidably receive and handle private and confidential information about our customers and our company. We want to make sure that this information is well-protected.

Confidential and proprietary information is secret, valuable, expensive and/or easily replicated. Common examples of confidential information are:

- Unpublished financial information
- Data of Customers/Partners/Vendors
- Data entrusted to our company by external parties
- Pricing/marketing and other undisclosed strategies
- Documents and processes explicitly marked as confidential

AIMS AND OBJECTIVES

We must protect this information for two reasons. It may:

- be legally binding (e.g. sensitive customer plans), and/or;
- constitute the backbone of our business, giving us a competitive advantage (e.g. business processes).

This policy affects all Recopak Machinery workers, including staff, employees, contractors, subcontractors and volunteers, who may have access to confidential information.

Workers who don't respect our confidentiality policy will face disciplinary and, possibly, legal action.

We will investigate every breach of this policy. We'll terminate any worker who wilfully or regularly breaches our confidentiality guidelines for person profit. We may also have to punish any unintentional breach of this policy depending on its frequency and seriousness. We'll terminate workers who repeatedly disregard this policy, we even when they do so unintentionally

RESPONSIBILITIES

Workers should ensure they;

- lock or secure confidential information at all times,
- workers should shred confidential documents when they're no longer needed,
- make sure they only view confidential information on secure devices,
- only disclose information to other employees when it's necessary and authorised, and
- keep confidential documents inside our company's premises unless it's absolutely necessary to move them.

Workers should NOT;

- use confidential information for any personal benefit or profit,
- disclose confidential information to anyone outside of our company,
- replicate confidential documents and files and store them on insecure devices.

When workers stop working for our company, they're obliged to return any confidential files and delete them from their personal devices.

We'll take measures to ensure that confidential information is well protected. We'll;

- store and lock paper documents,
- encrypt electronic information and safeguarded databases,
- ask employees to sign confidentiality agreements, and
- ask for authorisation from management to allow access to certain confidential information.

Confidentiality information may occasionally have to be disclosed for legitimate reasons. Examples are if a regulatory body request it as a part of an investigation or audit or if our company examines a venture or partnership that requires disclosing some information (within legal boundaries). In such cases workers involved should document their disclosure procedure and collect all needed authorisations. We're bound to avoid disclosing more information than needed.

AUTHORISED BY

Name: Luke Dopper

Signed:



Position: DIRECTOR

Date: 08/01/2020