



CONFIDENTIALITY OF INFORMATION POLICY

BLUE TRANSPORT SOLUTIONS 2019

POLICY STATEMENT

The company will implement procedures to ensure that the intellectual property of the company and confidential information regarding the company and its business (including sensitive and confidential information relating to customers and clients) is not disclosed without the authority of the company.

AIMS AND OBJECTIVES

The company will develop and implement guidelines and procedures necessary to protect the intellectual property of the company, and to ensure that all persons who have access to sensitive information and/or trade secrets have provided a written non-disclosure undertaking. These procedures will include that only those persons who are authorised to do so are given access to information of a sensitive nature or trade secrets (including technological knowledge, propriety knowledge, confidential information and other forms of intellectual property).

RESPONSIBILITIES

We may require a job applicant to provide additional background information over that which may be required for a less sensitive position in cases where highly sensitive or critical information may be at risk of disclosure. The types of information gathered and the method of collection will be carefully chosen to ensure that privacy and discrimination laws are not broken, and any information sought will be commensurate with the inherent requirements of the position.

Persons who have access to the intellectual property of a company during the course of their employment or contract with the company may be required to sign a confidentiality agreement binding them to not disclose or reveal intellectual property or trade secrets of the company that they have been provided with or have gained a knowledge of by any other means.

AUTHORISED BY

Signed: _____

Position: Manager

Date: 1 / 1 / 20