

Confidentiality and IP Policy

The purpose of this policy is to provide a framework for Meneghello in dealing with confidentiality considerations. Through employment with Meneghello, employees will come into possession of, or be in a position to acquire, Confidential Information.

Meneghello systems rely on necessary restrictions on the free circulation of information being respected by those whose hands the information is entrusted.

Meneghello collects and administers a range of information for a variety of purposes. Some of this information is restricted in its circulation for privacy and ethical reasons.

Confidential Information includes but is not limited to any information relating to the dealings, financial arrangements, transactions, general affairs, finances, internal management, structure, personnel, policies, strategies, market intelligence, plans, investments of the business and/or aspects of its future operations.

Employees acknowledge and agree that they will:

- Not divulge or communicate to any person, any Confidential Information except so far as may be necessary for the proper performance of their duties; and
- Take all reasonable precautions, including physical security, as may be necessary to maintain the confidentiality of Confidential Information; and
- Immediately notify a Manager of any unauthorised use, copying or disclosure of Confidential Information.

Employees assign and deliver to the company all future rights and particulars which may be acquired by them in relation to Intellectual Property. Intellectual Property means all intellectual property and proprietary rights (whether registered or unregistered) that are owned or used, including any company Confidential Information, patents, copyright (including all copyright software), rights in circuit layouts, registered designs, trademarks, inventions, improvements, innovations, modifications and discoveries. Employees will undertake all such acts, matters and things as may be necessary to obtain registration or other legal protection of the Intellectual Property.

If an employee has doubts about any aspect of this Policy, they must seek clarification from their manager or the Managing Director. This Policy shall be reviewed periodically, and disciplinary action may be taken against any employee found to have breached its principals

Signed:



Danny Meneghello

Managing Director

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