



# **Confidentiality Policy**

**Policy\_P2023CP1**

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**Human Resources**

**Argus Consulting**

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# Confidentiality Policy

## Foreword

Argus Consulting OPC Private Limited is committed to providing and maintaining the privacy and confidentiality of data and information under the company. This Employee Confidentiality Policy is designed to set regulations and guidelines on how confidential data and information should be handled by our employees.

All kinds of sensitive information received and handled by our employees related to clients, partners, stakeholders, or the company itself will be well-protected at all times.

This shall hold true for all employees regardless of their position in the organization as well as contractors, vendors, partners, stakeholders, investors, and anybody else who may have access to confidential information.

## Definitions

What is confidential information?

- Financial information that is not publicly available
- Customer records, partners' records
- Unpublished patents
- New technologies developing inside the company
- Existing and potential customer/client lists
- Documents or information entrusted to the company by external parties
- Marketing strategies
- Pricing strategies
- Documents/files/similar material marked as confidential



- Uncirculated goals of the company
- Unpublished company initiatives

Employees of different positions may have different levels of access to the above-mentioned confidential information.

### **Regulations**

- Confidential information must never be left in plain view or in an unsecured position.
- Confidential documents must be shredded when they are no more required and have served their purpose.
- Confidential information or documents must be disclosed to other employees only if authorized.
- Unless absolutely necessary and authorized, confidential information or documents must never be taken off company property.
- All confidential documents must be surrendered to the company upon request or resignation.
- These documents or pieces of information are not to be used for personal or financial gain at any cost.
- Disclosing confidential information to anybody outside of the company is prohibited.
- Reproduction/making copies of confidential documents is strictly prohibited.

### **Disciplinary Action**

Any employee failing to comply with this Employee Confidentiality Policy will be subject to disciplinary action. The disciplinary action will be dependent on the severity of the violation of the policy and the frequency. All violations will be investigated and could result in termination of employment.

The Employee Confidentiality Policy is binding even after an employee resigns/is fired.