# Confidentiality policy

1. Obligation
   * 1. It is a condition of the employment of all employees of The Company that employees agree to keep all Confidential Information (as defined in this policy) confidential.
     2. Employees agree to not disclose or make public any Confidential Information without the prior written approval of The Company.
     3. Each employee of The Company acknowledges and agrees that the Confidential Information is, and remains at all times, the exclusive property of The Company. No employee may have, nor assert, any proprietary or intellectual interest or right in the Confidential Information.
     4. A breach of these obligations of confidentiality by any employee of The Company will be regarded by The Company as serious misconduct. The Company reserves the right, if an employee commits such breach, to commence disciplinary action or terminate the employee’s employment without notice.
2. Definitions

Confidential Information means any trade secrets or confidential information relating to, or belonging to, The Company, or any Related Body Corporate of The Company including, but not limited to, any such information relating to:

* + 1. customers or clients;
    2. customer lists or requirements;
    3. suppliers;
    4. terms of trade;
    5. pricing lists or pricing structures;
    6. marketing information and plans;
    7. Intellectual Property;
    8. Inventions;
    9. business plans or dealings;
    10. technical data;
    11. employees or officers;
    12. financial information;
    13. plans, designs, product lines;
    14. any document identified as being confidential by The Company;
    15. research activities; and
    16. software and the source code of any such software.

Confidential Information does not include information which:

* + 1. is generally available in the public domain; and
    2. was known by you prior to the disclosure by The Company, its employees, representatives or associates.

Intellectual Property means all intellectual proprietary rights, whether registered or unregistered, and whether existing under statute, at common law, or in equity throughout the world including, without limitation:

* + 1. all trademarks, trade names, logos, symbols, brand names or similar rights, registered or unregistered designs, patents, copyright, circuit layout rights, trade secrets and the right to have confidential information kept confidential; together with
    2. any application, or right to apply, for any rights referred to in (a) above.

Inventions means any invention, discovery, idea, development, process, plan, design, formula, specification, program or other matter or work whatsoever, including any and all improvements made to any matter or work.

Related Body Corporate has the meaning given in section 50 of the Corporations Act 2001 (Cth).

1. Conduct which breaches this policy
   * 1. Conduct which breaches this policy is unacceptable.
     2. Depending on the severity and circumstances, breach of this policy may lead to disciplinary action, regardless of the seniority of the particular employee involved.
     3. Disciplinary action might include any of:
        1. demotion;
        2. a formal warning; and
        3. dismissal.
2. Further information

If you have any questions about this policy, please speak with your manager.