

## **CONFIDENTIALITY AGREEMENT**

Appedology Pvt. Ltd. conducts its business honestly and ethically. We are constantly improving the quality of our services, products and operations that will create a reputation for honesty, fairness, respect, responsibility, integrity of our clientele with trust and sound business judgment. Appedology Pvt. Ltd. employees should not compromise its principles for short-term advantage in any or all circumstances. The ethical performance of this company is the sum of the ethics of the workforce. Thus, we are all expected to adhere to high standards of business integrity, strict confidentiality in term of its clientele.

### **Importance of confidentiality**

Appedology Pvt. Ltd. maintains reverence for client's confidentiality and has high priority to comply with legislation that governs disclosure of information. In this regard we have policies and procedures that provide guidelines for employees to ensure confidentiality of client's business; employee should only access certain information for work that is covered by their job description with adherence to policies and procedures of the organization.

### **Employee conduct**

Current and former employees of the company must never permit their personal interests to conflict, or appear to conflict, with the interests of the company, its clients or affiliates. All employees must be particularly not allowed to contact company clientele, its affiliate or third party vendor's. All employees whether permanent, contractual or on ad hock basis should strictly refrain to conduct any or all kind of transaction with company clients in the capacity of professionally or in the personal capacity through phone / cell, E-mail, social media, or via other electronic applications/devices. Employee are not allowed to record voice or video conversations in the office premises of any staff member of the company without written consent from all the parties involved in the conversation.

### **Credential Confidentiality**

You shall ensure that your access credentials like username, password and any other information related to system and/ or account is confidential. In case, where you have shared the information with any other person, you are responsible for, any and all transactions executed by that person. If your username or password is used by an unauthorized channel or person, you will change the password immediately and you should inform the management immediately.



You shall maintain strict confidentiality of all server passwords, client portals or any other credentials which will be in your possession during the tenure of your employment. You shall not disclose any Confidential Information comprising a trade secret of the Company or any other Confidential Information to whom the Company owes an obligation. You shall maintain client's confidentiality and should comply with company's policies and procedures that provide guidelines to ensure confidentiality of client's business. You shall be responsible to notify Appedology Pvt. Ltd. immediately upon discovery of any unauthorized access to servers or in case of any of data breach and will cooperate in every reasonable way to help regain possession of the Confidential Information and/or Confidential Data and prevent further unauthorized use or disclosure.

You shall not disclose any Confidential Information including but not limited to business plan or processes, workflow, any current or potential cliental information to third parties after leaving this job.

### **Violation of Conduct**

All employees of the Appedology Pvt. Ltd. Company are officially cautioned to refrain from such kind of nefarious activities and not to make any efforts adverse to the interest of the organization. Here by It is regretted to state here that the by laws and rules of the company totally negate these kind of activities and any employee who is in violation of this conduct or any involvement in this act. The company is unrestricted and have a legal right to pursue against the delinquents for any civil and criminal action / heavy cost in case of his involvement in such like activities and is also at the liberty to terminate the services / job of the employee.

It is therefore, being informed to all employees not to make any efforts to contact with the clients of the company in personal capacity and to remain constraint within their job parameters. In accordance with confidentiality and code of ethics all employees should adhere and strictly comply with this policy even after leaving the job.

I have acknowledge that I have read this Agreement, understand it, and agree to be bound by its terms and further agree that this Agreement is the complete and exclusive statement of the agreement between the parties with respect to the subject matter hereof.

**Employee Name:** Osama Ali

**Employee ID:** APD-0982

**Designation:** IT Infrastructure

**CNIC:** 91509-0136049-3

**Signature:** 

**Date:** 01/06/2022