



KINDUZ

Confidentiality of Information Policy

<http://www.kinduz.com/>

KINDUZ Business Consulting Pvt. Ltd.

admin@kinduz.com

Address:5-62/9/22-B, V.V. Nagar, St.

No.8, Habsiguda, Hyderabad,

Telangana, India. ZIP: 500 007

Office Phone: +91-40-40045614

Office Fax: +91 22 67388884

CONFIDENTIALITY OF INFORMATION POLICY

OVERVIEW

Business information relating to the Organisation, its associates, clients, subsidiaries and affiliates must be kept secure, must be used solely as authorized by the organization and must not be used for personal interests or given to unauthorized persons inside or outside THE ORGANISATION. Information related to the operations, planning and financial status of THE ORGANISATION shall be kept confidential.

SCOPE

This policy applies to all Interns, Employees, Contractors and Sub contractors (here in referred to as associates) of the Organisation.

POLICY

1. All associates of the Organisation are responsible for protecting the Organisation confidential information from unauthorized disclosure.
2. In the course of associates' employment, from time to time he/she may obtain non-public information that belongs to the Organization or to its business partners (clients, suppliers, etc.)
3. Which could include, but is not limited to,
 - 3.1 Personal information or confidential information provided by the Organization business partners.
 - 3.2 Information about the Organization clients, executives, finances, product development, marketing strategy, sales prices, non-published financial results and changes to shareholders
4. It is important that all the Organization associates meet the following standards of confidentiality:
 - 4.1. Maintain confidentiality over all affairs and all information provided by any one.
 - 4.2. When working for clients, who compete with each other, the associate has to take the necessary steps to protect against transfer of knowledge that would be of a competitive significance
 - 4.3. Taking all necessary security measures to protect the client business data and THE ORGANISATION business data (Eg. keeping paper documents containing such data in locked facilities, always protecting associates' laptop with a user name and password that are to be entered each time when the associate log-in, not reading documents containing such data while traveling in mass transit etc.).
 - 4.4. Reporting any failures to meet the Organization required standards of confidentiality to associate's manager.

- 4.5. Maintain a clear desk policy.
- 4.6. More generally, the associate should avoid disclosing information outside the Organization other than for the purposes of association with the Organization.
- 4.7. This duty of confidentiality continues after the associate ceases to be associated with the Organization.
- 4.8. When the associate leaves the organization, he/she must return to the Organization's all manuals, ID card, correspondence, lists of business contacts and clients, notes, memorandum, plans, drawings and other documents of whatsoever nature in associate possession or under associate control. These include computer disks and printouts made or compiled by or delivered to associate during his/her association with the Organization, regarding the Organization and the Organization clients' business, finances, clients or affairs and any other confidential information associate have. Any confidential information personally available should be immediately deleted.
- 4.9. Examples of confidential Information include, but not limited to: marketing strategies and/or assessments of the marketplace; related to software or computer programs created or designed by the associate's acts relating to personnel data, health records or financial forecasts, compensation policies, recruitment details, recommendations or plans.

VIOLATION REDRESSAL MECHANISM

1. Questions regarding the compliance to the stated policy should be directed to the Secretary.
2. Associates are encouraged to report violation or any issues that are related to the policy with the respective manager or with the Secretary.
3. There would be a disciplinary process for any associate/ associates who violate this LASSIB policy and procedures. Action taken would include, but not limited to:
 - Verbal or written reprimand
 - Referral to appropriate counselling
 - Withholding of a promotion based on behavioural issues
 - Termination of employment.

EFFECTIVE DATE

This policy is effective from 1st January 2009