

# Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

## Confidentiality Policy - Staff



Build-a-Future regards as confidential all information and written materials relating to our interests and activities, except to the extent that this information is in the public domain. All Employees undertake to respect and protect such confidential information from notwithstanding the termination of the employment contract. Build-a-Future will regard any breach of this duty by an Employee as gross misconduct and any breach by a former Employee as actionable at law.

Without in any way limiting the general nature of these obligations, the following are examples of specific obligations which the Employee accepts:

- The Employee shall not do anything or omit to do anything which may in any way prejudice the relationship between Build-a-Future and its Employees.
- The Employee must not disclose to any third party (except for the purpose of performing their duties or unless ordered to do so by a court) any information of a secret or confidential nature (whether regarding business dealings, affairs, practice, accounts, finances, client lists, software, know-how, or otherwise, belonging to Build-a-Future or received by the Employee in the course of their employment).
- The Employee must not disclose any information relating to the personal affairs of a fellow Employee.
- The Employee shall promptly, whenever so requested and, in any event, immediately upon termination of employment for whatever reason, deliver up to Build-a-Future all papers, documents, correspondence, computer disks and software, specifications, reports, records, credit cards, keys, passes, list of clients, address lists, address books, files, books and any other property (of whatever kind and whether similar to any of the foregoing or not) belonging to or relating to Build-a-Future's business, together with all copies thereof which may be in the Employee's possession, custody or control and will, if required, sign an undertaking confirming the Employee's compliance with these obligations.
- The employee must not set up their own training centre in direct competition with Build-a-Future for a period of 12 months when terminating their contract.
- On and following termination of the Employee's employment (for whatever reason), the Employee acknowledges that the terms relating to confidentiality set out above shall continue indefinitely.

Date: November 2018

Review Date: November 2019