

Confidentiality Policy

Document Control and Approval

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Rachel Wilson	30/10/2015	Rod Hayes	30/10/2015

Version History

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NPE HR POL 003

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1. PURPOSE

- 1.1 This policy is to ensure that confidentiality is maintained in relation to National Pump and Energy (“NPE”) and client information where required.

2. APPLICATION

- 2.1 This policy applies to all NPE employees (including Directors), consultants and contractors.

3. POLICY

- 3.1 All NPE employees and contractors may come into possession of information considered by NPE to be of a confidential nature. *NPE’s Code of Conduct* requires employees and contractors to:

- a) Ensure that company and client information is kept confidential;
- b) Comply with all relevant and applicable legislation; and
- c) Behave with honesty and integrity.

- 3.2 It is an express condition of employment that information relating to NPE’s activities must not be communicated to a third party outside of the regular passing of relevant information to clients and to contractors. It is incumbent upon individual employees and contractors to keep safe the information that contributes to NPE’s products and services and to its functionality save where the information is public information or where management has made such information available. This information includes but is not limited to:

- a) Personal information relating to employees, contractors and clients;
- b) Intellectual property created by, or on behalf of NPE;
- c) Client database;
- d) Pricing structures;
- e) Sales and marketing policies;
- f) The financial status of the Company at any given point; or
- g) Unauthorised access to computer files and databases.

4. BREACHES OF THIS POLICY

- 4.1 Employees must comply with the requirements of this policy. A breach of this policy may lead to disciplinary action including, but not limited to, termination of employment.

Variation

National Pump & Energy reserves the right to vary this policy from time to time.

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