

## INDIA INTERNATIONAL HOUSE

### Non-Disclosure Policy

The Non-Disclosure Policy/Agreement or Confidential Policy is a legal binding between a company and its employee signed at the recruitment time to ensure no sensitive information regarding the company should be leaked/shared outside the company boundaries.

#### **Purpose**

The agreement states that no information of the company specified in the contract should be shared, published, or used otherwise with the person, not a part of the company.

Our company firmly adheres that any employee is not liable to share information regarding our employees and their personal data, our clients, business data, financial condition, and company meetings during his/her course of employment.

An employee must undertake the responsibility to not to discuss any names and descriptions to the third party.

One must not share any of this information with a third party anywhere in the world without any written consent or are under any legal duty to disclose.

#### **Scope:**

The Non-Disclosure Agreement applies to every newly recruited employee regardless of their position in the office during their employment.

#### **Confidentiality of outside businesses:**

The employees of the company should not disclose any confidential information of other companies or past employees with the company.

#### **Non-Disclosure of Intellectual Property**

No employee is permitted to share any intellectual property created by any employee during employment with the company even after the employee ceases to work with the company.

#### **Non-Competition:**

The confidential information stated above must not be used to associate with the third party to compete or gain an unfair advantage in any way outside the company.

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### **Return of information:**

Every employee is responsible for returning assets like mobile phones, laptops, charts, models, source codes, and other belongings that reflect the confidentiality of the company, during severance.

### **Exceptions:**

The agreement of confidentiality does not apply to confidential information:

1. Possessed by the person having rights of same without any written application to do so.
2. Currently or afterward becomes public, not by the breach of the agreement.
3. When the receiving party promptly returns the information in the recorded, tangible documents, prints, or other forms to the other party on the business purpose's termination or with any written application.

### **Indemnification:**

The employee of our company is responsible for bearing the violation of any of the statements stated in this policy by paying for the damages that happened. The breach of this policy might cause but not more than the employee's termination from the company.

### **Binding of the Agreement**

Under any circumstances, if the employee breaches the agreement, the undersigned accepts that it may be served without affecting the charges of the breach.

This agreement shall be signed upon and for the benefit of the parties, successors, and their personal representatives.

**For India International House**



**Authorized Signatory**

**Date:05.11.2023**