

Confidentiality Policies

At Kingsmen Real Estate, maintaining confidentiality is a fundamental principle. Employees have access to sensitive information, including trade secrets, client data, and proprietary knowledge, which must be safeguarded at all times. Sharing or using such information without prior authorization is strictly prohibited. Confidential documents and materials, whether physical or digital, must be securely stored and returned upon termination of employment. Any unauthorized use, reproduction, or disclosure of confidential information will result in disciplinary actions, including termination and potential legal consequences. Employees may only disclose sensitive information when legally obligated or explicitly authorized by the company. The policy also protects whistleblowers reporting unethical or illegal activities in good faith. Employees are responsible for ensuring that company information is not used for personal gain or to benefit competitors. The confidentiality clause remains enforceable even after employment ends, emphasizing its importance. By adhering to this policy, employees contribute to building trust and safeguarding the company's competitive edge.



Signature



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