

## CONFIDENTIALITY AGREEMENT

I, the undersigned, hereby agree that I will at all times, whether or not in the employ of this organisation and except where such information is in the public domain:

- maintain the strictest secrecy with regard to the business affairs of the organisation and its customers, except to the extent that I may be authorised or ordered to disclose them by the board of directors of this organisation, a court of law, any authorised supervisory or enforcement agency (such as the police, a regulatory body given powers under the Financial Services Act or HM Revenue & Customs);
- refrain from revealing or using confidential information regarding systems and programme design, and data for personal gain;
- use company's platforms only when authorised to do so and only for official organisation business, as unauthorised usage could result in loss of stored data.

I undertake to familiarise myself with the data protection procedures set down by the organisation as a result of the General Data Protection Regulation and understand that the organisation is obliged as a consequence to view any breach of these procedures as a serious matter that could result in summary dismissal under the organisation's disciplinary procedure.

I understand that any breach of this agreement could result in the organisation's sensitive and confidential data being disclosed to competitors or other interested parties and any such conduct on my part may render me liable to summary dismissal under the disciplinary procedure.

Nothing in this agreement prevents me from making a protected disclosure within the meaning of s.43A of the Employment Rights Act 1996 [; reporting misconduct or a breach of any regulatory requirements to an appropriate regulator; reporting an offence to a law enforcement agency; and co-operating with a criminal investigation or prosecution].

The Confidentiality Agreement covers but is not limited to the following companies:

- GBC Trading Limited (UK)
- GBC Trading B.V (EU)
- GBC Trading AUS PTY LTD (AU)
- Functional Self Limited (NZ)
- Any future GBC Trading registered entity

Signed:

Name:

Dated: