

Code of Conduct - Protecting Sensitive Information

Company Information

Many details about how the company operates need to be kept confidential in order for Conrad Labs to remain competitive and successful. You are responsible for safeguarding all confidential and sensitive data such as:

- Business plans or strategies
- Financial results
- Terms and conditions, rates or fees offered to particular partners
- Other, non-public information that might be of use to competitors

Intellectual Property

Third Parties' and previous employers' information

In some cases, employees may be responsible for protecting information that belongs to other people or companies.

- **Third parties.** In the course of doing business, sometimes employees will learn confidential information about customers, suppliers, and other business partners. Protecting the data of these third parties is one of Conrad Labs' highest values.
- **Former employers.** When a new team member joins Conrad Labs, employees have to respect that this person cannot share confidential

information about previous employers. Similarly, you would still be responsible for protecting Conrad Labs' information if you left the company.

Personal employee information

The personal information provided to the Company must be protected.

- If your job enables you to have access to personal information regarding other employees (data like home addresses, medical information etc.), then you are responsible for helping to protect it. That means using the information only for legitimate business purposes, and not sharing it with anyone who does not have a work-related reason to see it.