

NON-DISCLOSURE, CONFIDENTIALITY, PC/LAPTOP & PASSWORD USAGE AGREEMENT FORM

The objective is to establish a professional code of conduct for employment/consultancy with *Abu Dhabi Islamic Bank (ADIB)*, sets out my obligations with respect to maintaining confidentiality and code of ethics by undertaking not to disclose confidential information to a third party at any time during or after any transaction, function or task.

NON-DISCLOSURE AND CONFIDENTIALITY

I hereby agree & acknowledge to the below:

Notwithstanding the provisions of the agreement with *Abu Dhabi Islamic Bank (ADIB)*:

1. That during the course of interaction with *Abu Dhabi Islamic Bank (ADIB)*, there may be disclosed to me certain trade secrets including but not limited to: technical information relating to methods processes, system, programs and research projects; and business information including customer lists, pricing data, financial data and marketing systems or plans.
2. That I shall not (*if applicable* – during, or at any time after the termination of my employment/consultancy with *Abu Dhabi Islamic Bank (ADIB)*) disclose or divulge to others, any trade secrets, confidential information, or other proprietary data received or obtained by me during my interaction with *Abu Dhabi Islamic Bank (ADIB)*.
3. That (*if applicable* – upon, the termination of my employment/consultancy with *Abu Dhabi Islamic Bank (ADIB)*) I shall return all documents and materials in my custody including reports, manuals, correspondence, customer lists, computer programs and all copies thereof relating in any way to the client's (*i.e. Abu Dhabi Islamic Bank (ADIB)*) business.
4. That Abu Dhabi Islamic Bank (ADIB) shall notify any third party of the existence of this agreement and shall be entitled to any legal remedies available for any breach on my part of this agreement.

PC/LAPTOP USAGE

I hereby agree & acknowledge to the below:

1. My assigned PC/Laptop will only be used for business purposes.
2. I will not install, download/use any kind of software that is not installed by ITD.
3. I will not change any settings, disable any administration features, or uninstall any installed software.
4. I will not disable automatic anti-virus software update features.
5. It is my responsibility to maintain the PC/Laptop virus free by allowing the anti-virus software to update regularly through internet by connecting the PC/Laptop to ADIB network.
6. I will keep all business data on the network server, and I am aware that ITD is not responsible for any data loss or damage, which is saved on the local disk drives of the PC/Laptop.
7. I shall not take my IT equipment in case transferred to another department.
8. I shall return the assigned equipment to ITD upon end of employment with ADIB.

PASSWORD POLICY

I hereby agree & acknowledge to the below:

1. Keep password(s) allotted to me secret and use it (them) only myself.
2. Not use any other user's password(s), nor allow someone else to use mine.
3. Not record it (them) on any medium (such as paper, digital media, etc.).
4. Follow the password standards (regarding length, age, history, etc.) enforced by the system.
5. Change password(s) the moment I suspect it is (they are) compromised.
6. Abide by the Acceptable Use Policy-GISD as published on ADIB Intranet.

Staff Name		Staff ID	
Department/Branch			
Designation			
Signature		Date	