

Date: 16 MAY 2024

CODE OF CONFIDENTIALITY



This Agreement applies to all employees/Interns, contractors, and third-party vendors who have access to our company's code repositories.

1. Confidentiality:

1. All employees/Interns must treat the company's code as confidential information. Code, including but not limited to source code, algorithms, and software designs, should not be shared with anyone outside the organization without explicit authorization.
2. Employees/Interns must not discuss proprietary code in public or online forums where it could be accessed by unauthorized individuals.

2. Access Control:

Access to code repositories and development environments is granted on a need-to-know basis. Employees/Interns should only access code that is directly related to their assigned tasks or projects.

3. Code Handling:

1. Code should be stored securely and encrypted if possible. Physical copies of code or notes should be kept in a secure location and disposed of properly when no longer needed.
2. Code should not be stored on personal devices unless approved by management and adequately secured.

4. Code Usage:

Company code should only be used for legitimate business purposes. Reproducing, distributing, or using company code for personal gain or the benefit of competitors is strictly prohibited.

5. Reporting:

Employees/Interns must report any suspected breaches of code confidentiality to their immediate supervisor or the appropriate department head. Suspected breaches will be investigated promptly, and appropriate disciplinary action will be taken if necessary.

Consequences of Violation:

1. Violation of this policy may result in disciplinary action, up to and including termination of employment.
2. In addition to termination and legal action, the Employee or Intern agrees to be financially liable for any damages resulting from the breach of this Agreement, including but not limited to reimbursing the

Company for half of the budget of the project value associated with the Confidential Information compromised.

Acknowledgment:

By signing below, I acknowledge that I have read, understood, and agree to abide by the Code Confidentiality Policy. I understand that failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

Employee Signature: _____

Date: _____

