

## DEK Technologies Vietnam Confidentiality Policy

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### 1 Purpose

This policy is created to lay down the principles that must be complied by all members at DEK Technologies Vietnam.

### 2 Effective Date

This version of the policy is effective from the 1<sup>st</sup> of August 2020.

### 3 Principles

Members must follow all the obligations of confidentiality when working for DEK Technologies Vietnam. This includes the confidential information of members, DEK Technologies globally and the customers.

Members must be aware of their responsibilities for safeguarding the confidentiality of DEK Technologies Vietnam, its members and customers.

Members are not allowed to take advantage of using confidential technology and business of the company.

Personal employment and contract details, including salary, are confidential and are not to be shared.

Confidential information remains confidential to resigned employees.

### 4 Policy

Every member must attend the ICT security training twice a year and repeat the test until they pass with a score of 100%.

Every member must attend the Data Privacy training once a year and repeat the test until they pass with a score of 100%.

Every member must review the Non-Disclosure Agreement (NDA) once a year.

Failure to respect and follow any policy related to confidentiality will result in disciplinary action.

## 5 Responsibilities

HR is responsible to ensure every member participates in:

- ICT security training twice a year and completes the test
- Data Privacy training once a year and completes the test
- NDA reviewed once a year

Members are responsible to ensure they understand all policies and agreements related to confidentiality, including but not limited to:

- DEK Technologies Personal Data Policy [1]
- DEK Technologies Employee ICT Policy and Procedure [2]
- ICT Policy Variations for DEK Vietnam [3]

Members are responsible for keeping secret the company's business.

Members acknowledge that all confidential information is to be held in the strictest confidence.

Confidential information in printed form needs to be destroyed by safe means (e.g. shredding) if not being used any more.

Members must keep confidential documents or files in a safe place. Printed documents should not be left on the desk if not being used.

If a member becomes aware of any confidential leak or security breach, they must report/escalate the leak or breach. Please refer to the DEK Technologies Vietnam Escalation Policy [4] for the way to report/escalate the leak or security breach.

## 6 Reference documents

- [1] DEK Technologies Personal Data Policy
- [2] DEK Technologies Employee ICT Policy and Procedure
- [3] ICT Policy Variations for DEK Vietnam
- [4] DEK Technologies Vietnam Escalation Policy