

TEMPLATE NAME	MG-NDA-LP 202305.01.00
DOCUMENT NAME	NON-DISCLOSURE AGREEMENT POLICY
DATE OF TEMPLATE AND VERSION	24 MAY 2023 VERSION ORIGINAL
TEMPLATE AUTHOR	MACROCOMM LEGAL DEPARTMENT



# NON- DISCLOSURE AND CONFIDENTIALITY AGREEMENT ("AGREEMENT") POLICY

<b>Date of Policy</b>	24 May 2023
<b>Legal Policy Number and Name</b>	01.MG-NDA-LP 20230501.00 NDA LEGAL POLICY
<b>Supersede Notification</b>	This is the original NDA Policy document
<b>Office of Origin</b>	Macrocomm Group Legal Department
<b>Policy Approval Authority</b>	Head of Macrocomm Group Legal Department: Kamal Bhimma
<b>Date Policy Approved with Signature</b>	

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## 1 Policy Purpose

This policy provides the guidelines for business to request a Non-Disclosure Agreement from the Legal Department to pursue a business opportunity or to request that the Legal Department peruse an external parties NDA before signature.

No Macrocomm Employee may sign a NDA agreement, all NDA's are to be signed by the Legal Head of Macrocomm Group.

## 2 Policy Statement

This NDA agreement policy is to create a defined process to aid the legal department to better support business in their strategies and business opportunities for market growth. This policy is to inform business of on the key information required for a Macrocomm Group NDA to a potential partner or customer, or to aid the legal department to provide legal advise on NDA's given by another potential partner to ensure that Macrocomm enters into ethical and return generating business opportunities strongly.

This policy's effective date is the date of approval and signature by the Head of the Legal Department.

## 3 Policy Scope of Applicability

This policy applies to the Macrocomm Group (that is, all subsidiaries are to comply with this policy).

Failure to comply with this policy? Is there a penalty?

## 4 Definitions

The definitions provided below pertain to the key terminology used in this policy.

NDA = Non-Disclosure Agreement      Non-disclosure agreements are legal contracts that prohibit someone from sharing information deemed confidential. The confidential information defined this agreement includes, but is not limited to, proprietary information, trade secrets, and any other details which may include personal information or events.

Are there any other specific definitions required?

## 5 Cognisant Office

If there are any queries regarding this policy or any assistance required for interpretation, problem resolution or aid for a special situation, the legal department must be contacted.

Head of Legal Department, who can be contacted through using the [legal@macrocomm.co.za](mailto:legal@macrocomm.co.za) email address.

## 6 Policy Authority

The policy authority for this NDA policy is the Head of Legal Department, who can be contacted through using the [legal@macrocomm.co.za](mailto:legal@macrocomm.co.za) email address.

Policy support and review is provided by the Head of Business Optimisation Department, who can be contacted through contacting [charlene@macrocomm.co.za](mailto:charlene@macrocomm.co.za)

This policy will be reviewed annually.

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## 7 Related Policies, Procedures, References

This policy is supported by:

- the NDA Request Forms for either a new Macrocomm Group NDA to be given to a partner or customer for signature, OR a partner or customer NDA given to Macrocomm Group for signature.
- the NDA Procedure document: MG-NDA-LPR 202305.01 NDA LEGAL PROCEDURE
- the NDA Process document: MG-NDA-LPP 202305.01 NDA LEGAL PROCESS

These supporting documents can be found on the server under: IMS2023>11.0 LEGAL>11.1 NDA

This policy is also documented in the Macrocomm Group Operations Manual.

### 7.1 Communication of this policy

This policy will be formally communicated via email to all departmental heads and subsidiary managing executives to share with their teams.

## 8 Implementation Procedure

The detailed procedure that is recommended to fulfil the intent of the policy is MG-NDA-LPR 202305.01.00 NDA LEGAL PROCEDURE and set-out in the process document MG-NDA-LPP 202305.01.00 NDA LEGAL PROCESS.