

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



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

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

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1 Overview/Procedure Description

The purpose of this NDA procedure is to enable the legal department to support business in their pursuit of strategic objectives and business opportunities in a streamlined manner. This procedure informs the lead times required by the Legal Department to effectively support business.

The policy this procedure supports is the NDA Policy [MG-NDA-LP 202305.01.00 NDA LEGAL POLICY]

2 Areas of responsibility

The Head of the Legal Department is responsible to ensure that the policy and procedure regarding the Non-Disclosure Agreement is adhered to by business.

All business unit heads and subsidiary managing executives are responsible for ensuring that their teams and staff adhere to the policy and procedure for requesting the drafting of a Non-Disclosure Agreement or for the review, acceptance and signature of an external non-disclosure agreement.

Each staff member within the Macrocomm Group has a responsibility to know the process regarding Non-Disclosure Agreements, as they are expected to refer to the operational manual to determine the processes of the group.

3 Procedure Details

The procedure to obtain a non-disclosure agreement for a prospective partner or customer, or review of an external non-disclosure agreement is noted below.

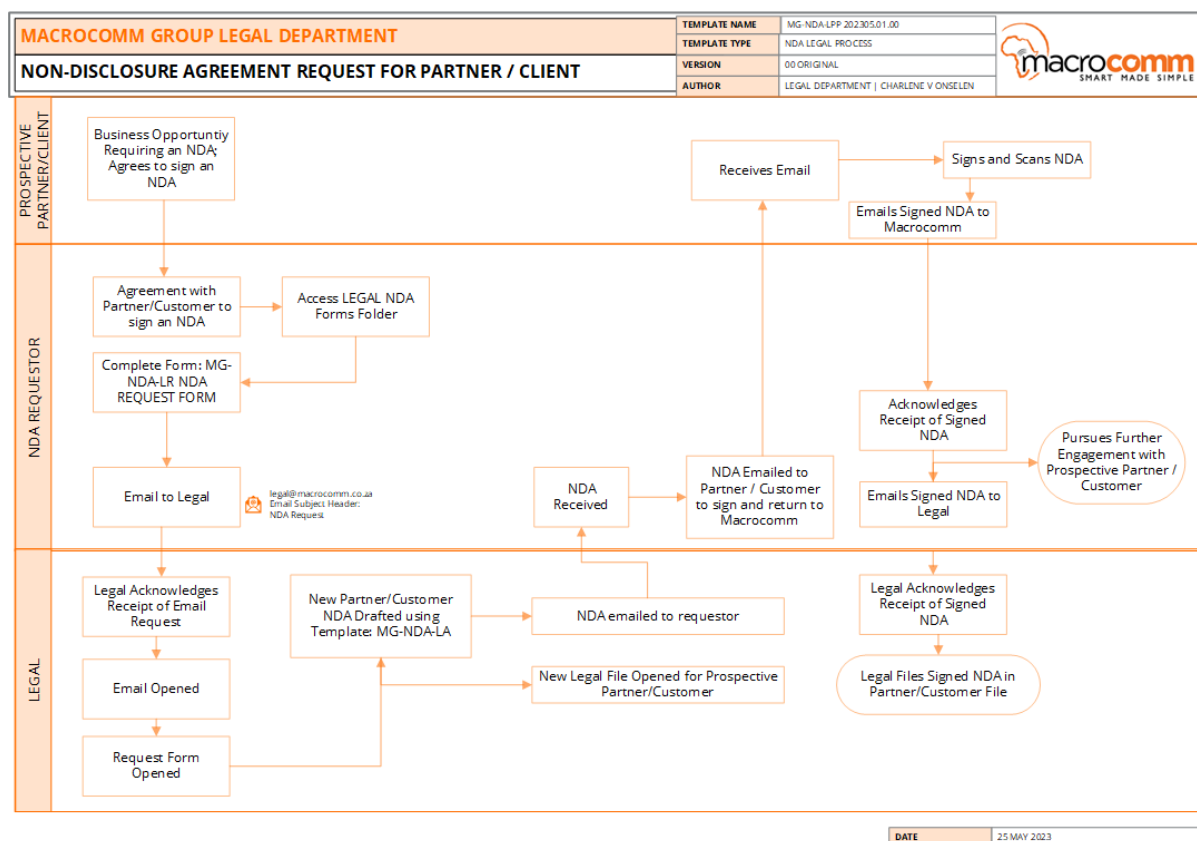
3.1 Macrocomm Non-Disclosure Agreement Request

The process for an internal NDA is noted below:

1. The staff member/business requestor must complete the request form: MG-NDA-LR 20230501.00 and submit this by email to the legal department using their email address: legal@macrocomm.co.za.
2. The legal department will assign this request to the relevant legal representative who will draft the NDA based upon the request. If there are any queries regarding this NDA, the legal representative will discuss this with the business requestor.
3. The legal department representative will open a new file for the prospective partner / customer and email the NDA to the staff member/business requestor.
4. The staff member /business requestor will email the NDA to the prospective partner or customer to sign, scan and send back to Macrocomm. On receipt of the signed NDA from the prospective partner or customer, the NDA must be emailed to the legal department.
5. On receipt of the signed NDA, the legal department will add this to the file that was opened on drafting.

This procedure is documented in the process diagram on Page3.

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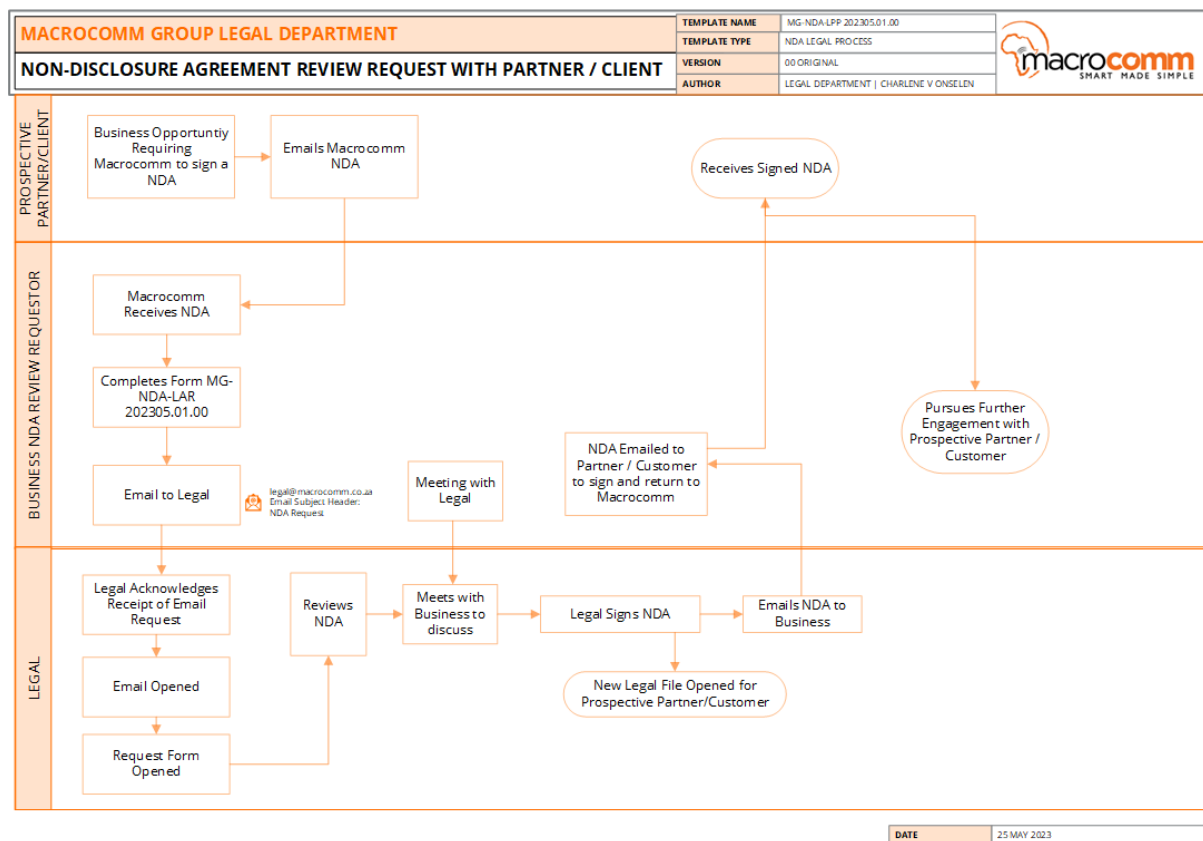
3.2 Review Request of an External Non-Disclosure Agreement

The process for an external NDA to be reviewed is noted below:

1. The staff member/business requestor must complete the request form: MG-NDA-LER 20230501.00 and submit this by email to the legal department using their email address: legal@macrocomm.co.za.
2. The legal department will assign this request to the relevant legal representative who will draft the NDA based upon the request. If there are any queries regarding this NDA, the legal representative will discuss this with the business requestor.
3. The legal department representative will open a new file for the prospective partner / customer and email the NDA to the staff member/business requestor.
4. The legal department representative who has mandate to sign the NDA on behalf of Macrocomm Group will sign it and email the scanned copy to the staff member / business requestor.
5. The staff member /business requestor will email the signed NDA to the prospective partner or customer

This procedure is documented in the process diagram on Page4.

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4 References

The NDA Policy document cross references this procedure document.

All the documents supporting this procedure can be found on the server under the folder: 11. Legal> 11.1. NDA

5 Support

If there are any queries or problems regarding the NDA procedure, these are to be addressed with the Head of the Legal Department (legal@macrocomm.co.za).