

# Confidentiality Policy

All employees of Tony's Tuna International Pty Ltd have an obligation to abide by this Confidentiality Policy.

For the purpose of this Policy, "confidential information" is defined as:

- the names, details and information relating to the business affairs of the clients or members of Tony's Tuna International Pty Ltd;
- matters of a technical nature, trade secrets, technical data, marketing procedures and information, accounting programs and procedures, financial information, strategic and business plans and like information relating to the business of Tony's Tuna International Pty Ltd;
- other information which Tony's Tuna International Pty Ltd informs the employee is confidential or which, if disclosed, the employee knows or ought reasonably to know, would be detrimental to Tony's Tuna International Pty Ltd; and
- all other information which is imparted to the employee in circumstances which the employee knows or ought reasonably to know that the information is confidential to Tony's Tuna International Pty Ltd or any persons with whom Tony's Tuna International Pty Ltd is concerned,

but excludes any information that is public knowledge.

## The employee:

- may use confidential information solely for the purposes of performing their duties as an employee of Tony's Tuna International Pty Ltd;
- must keep confidential all confidential information; and
- may only disclose confidential information to persons who are aware that the confidential information must be kept confidential and who have a need to know (but only to the extent that each person has a need to know).

The employee's obligation of maintaining confidentiality does not extend to confidential information that the law requires to be disclosed.

At the end of the employee's employment, the employee must return to Tony's Tuna International Pty Ltd:

- all confidential information in material form;
- those parts of all notes and other records based on or incorporating confidential information;

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- all copies of confidential information and notes and other records based on or incorporating confidential information; and
- all of Tony's Tuna International Pty Ltd property,

in the employee's possession or control.

The employee's obligation of confidentiality will continue after the end of the employee's employment in respect of all confidential information other than information forming part of the employee's stock of general skill and knowledge.

Any employee found to be in breach of this confidentiality obligation, whilst still employed by Tony's Tuna International Pty Ltd will be disciplined, and in serious instances, dismissed.

Any ex-employee found to be in breach of this confidentiality obligation may be subject to legal action being taken against them, dependant upon the circumstances of the breach.

This Policy will operate in conjunction with the contract of employment or letter of appointment for every employee employed by Tony's Tuna International Pty Ltd.

Authorising Officer:

  
General Manager

Date: 27/02/2015