

## Confidentiality Policy

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Effective Date: 1 January 2023

At Inasolve, we place the highest value on confidentiality and take the security of sensitive information seriously. This Confidentiality Policy outlines our commitment to safeguarding confidential information as an IT development company operating in Australia. Definition of Confidential Information: Confidential information includes, but is not limited to, business strategies, trade secrets, financial data, intellectual property, client and customer information, software source code, and any information marked or communicated as confidential.

Responsibility: All employees, contractors, consultants, and third parties working with Inasolve must abide by this Confidentiality Policy. It is their responsibility to protect and maintain the confidentiality of all information they have access to during their engagement with the company.

Handling of Confidential Information: a. Access: Access to confidential information is granted on a need-to-know basis. Employees and authorized individuals are only permitted to access information essential to their role.

b. Disclosure: Confidential information must not be disclosed or shared with unauthorized parties or entities. This includes competitors, media, or individuals not directly involved in the project.

c. Protection: Confidential information should be stored securely and protected against unauthorized access, theft, or loss. Physical documents must be kept in locked cabinets, and digital information must be stored on secure servers and devices.

d. Encryption: Whenever feasible, confidential data should be transmitted and stored using encryption and secure communication methods.

e. Destruction: When confidential information is no longer required, it should be securely destroyed, whether in physical or digital form, in compliance with applicable laws and regulations.

Non-Disclosure Agreements (NDAs): In certain cases, Inasolve may require employees, contractors, or third parties to sign Non-Disclosure Agreements (NDAs) to ensure the protection of confidential information. Violating the terms of an NDA can result in legal consequences.

Reporting Violations: Employees, contractors, and individuals working with Inasolve must report any suspected violations of this Confidentiality Policy to their supervisor, manager, or the company's designated point of contact. Whistleblower protection is available for individuals who report in good faith.

Legal Compliance: Inasolve complies with all relevant laws and regulations pertaining to the confidentiality of information, including the Privacy Act 1988 (Cth) and any industry-specific regulations.

Training and Awareness: We provide training and guidelines to employees and relevant parties to ensure they understand their responsibilities and the importance of maintaining confidentiality.

Consequences of Breach: Breaching this Confidentiality Policy may result in disciplinary actions, including termination of employment or engagement, and potential legal action.

This Confidentiality Policy reinforces our dedication to safeguarding the confidential information entrusted to us by our clients, partners, and employees. It is essential that all individuals connected with Inasolve uphold this policy to protect our reputation and legal obligations.

