

Effective Date	01/10/2022
Version Number	1.1
Review Date	01/10/2022



### Confidentiality and Privacy Policy

In every respect, the business and affairs of DeMartini Fletcher are strictly private and confidential. The employee must recognize the need to keep all Confidential Information confidential and prevent its release and disclosure to anyone outside the Company. The Employee agrees not to disclose, report, or use, for any purpose, any of the Confidential Information disclosed to the Employee by the Employer as the result of the Employees Employment, or which the Employee has otherwise obtained or accessed.

The Employee agrees that the Confidential Information is to be considered propriety to the Employer. Further, the Employee agrees to use the material only for the Permitted Application and not for any other purpose, including any actions that could be detrimental to the Employer or the subsidiaries, affiliates, or partners thereof.

It is mutually understood that the Employer would suffer harm and damages if attempts were made by the Employee to induce others to leave the Employer's employ, or if the Employee were to interfere with the Employer's relationship with its other employees or contractors. With this understanding, the Employee agrees that during the term of his/her employment with Employer and for a period of 12 months after the end of such employment, the Employee will not under any circumstances, directly or indirectly:

1. Encourage or attempt to encourage any employee or contractor of the Employer to quit employment or retainer with the Employer;
2. Interfere with the Employer's relationship with its contractors or other employees in any way that could damage the Employer;
3. Inform other contractors or employees of the Employer or other competitive employment opportunities or positions; or

Solicit, entice or hire away any contractor or employee of the Employer that was employed at any time during the Employee's term of employment

You are required to maintain confidentiality of your pay or salary details and not disclose this information to any other party other than your manager or the account department, unless



## DeMartini Fletcher Policies

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expressly authorized to do so. Your salary or wage has been calculated based on your experience and skills, industry rates and the responsibilities of the position.

Should a breach of these terms be discovered, contracts and reimbursements of costs may become void.