

AE-DOCU-011 - APPSELEC POLICIES (Rev 9)**13 NON-DISCLOSURE AGREEMENT (NDA) POLICY****13.1 Our Objective**

This Non-Disclosure Agreement (NDA) Policy outlines the requirements and expectations for the protection of confidential and proprietary information shared within the scope of employment or association with Appselec. The purpose of this policy is to safeguard sensitive information and protect the interests of the company and its stakeholders.

This NDA Policy applies to all employees, contractors, consultants, partners, and any other individuals who have access to confidential information during their association with Appselec.

13.2 Achieving our Objective

- Definition of Confidential Information: Confidential Information includes, but is not limited to, trade secrets, proprietary business information, financial data, product designs, marketing strategies, customer lists, research and development data, and any information designated as confidential by the company.
- Obligation of Confidentiality: All individuals covered by this policy are required to maintain the confidentiality of any information designated as confidential by the company, both during and after their association with Appselec.
- Use of Confidential Information: Confidential Information may only be used for legitimate business purposes and may not be disclosed to any unauthorized parties, including family members, friends, or other associates who do not have a need-to-know.
- Non-Disclosure Agreements: In situations where individuals may have access to particularly sensitive information, the company may require the signing of a separate, specific NDA document in addition to this policy.
- Duration of Confidentiality: The obligation to maintain the confidentiality of information continues indefinitely beyond the termination of association with Appselec, unless otherwise specified in a separate agreement or as required by law.
- Handling of Confidential Information: Confidential information should be stored securely and protected from unauthorized access. It should not be left unattended in public areas or accessible to unauthorized individuals.
- Reporting Violations: Any suspected violations of this NDA Policy should be reported immediately to the appropriate supervisor, manager, or the designated contact person within the company.
- Consequences of Violation: Violation of this NDA Policy may result in disciplinary action, legal action, and/or financial penalties, as deemed appropriate by the company and in accordance with applicable laws.