

CONFIDENTIALITY AGREEMENT

Employees of, and contract workers to LGC South Africa, agree to respect confidential information relating to the structure and operating practices of LGC South Africa.

Also, any information relating to the performance of participants on LGC South Africa programmes, either individually or collectively is regarded as confidential. Personnel are encouraged to inform management of any undue pressure which can affect the outcome of their duties. This will be stressed in their staff training.

Staff members are not expected to participate in any activity that might diminish their ability to fulfil this agreement, or might diminish the confidence of customers and the Directors of this company, in their competence, impartiality and / or operating integrity.

Further dissemination of any information obtained during the time of employment at or for LGC South Africa may only be made with the express written permission of the Directors.

ACKNOWLEDGEMENT AS PER STAFF CONTRACT

I, _____ acknowledge that in the ordinary course of my employment I will be exposed to information about the business of the company, and that of the suppliers, and customers, that is confidential or is commercially sensitive, and which may not be readily available to others engaged in a similar business to that of the company, or to the general public and which if disclosed will be liable to cause significant harm to the company and its customers. I therefore agree to accept the restrictions in this clause.

I will not, during the period of my employment with the company obtain, or seek to obtain, any financial advantage (direct or indirect) from any source, in the course of my employment with the company.

I will not, during my employment, or after its termination, without limit in time, for my own purposes or for any purposes other than those of the company (for any reason and in any manner), use or divulge or communicate to any person, firm, company or organization, except to all top management who are entitled to know, any secret or confidential information or information constituting a trade secret acquired or discovered by me in the course of my employment with the company relating to the private affairs or business of the company or its customers, management or employees.

Signed at Kyalami Park on this _____ day of _____ 20_____

Employee Name & Surname: <i>OR Contractor/Visitor</i>	
Signature:	
ID Number:	

Rachel Otto → General Manager	
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