



Where Innovation Meets Solutions

Company Name: Andnetics

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Confidentiality Policy

Purpose

To establish guidelines for the protection and handling of confidential and proprietary information at Andnetics. This policy aims to safeguard the integrity and confidentiality of sensitive information, ensuring it is disclosed only to authorized individuals and used for legitimate business purposes.

Scope

This policy applies to all employees, freelancers, contractors, and any third parties who have access to confidential information related to Andnetics, its clients, and partners.

Policy Guidelines:

1. Definition of Confidential Information

- Confidential Information refers to any data or information that is not publicly available and may include, but is not limited to:
- Business plans and strategies
- Financial information and reports
- Client and vendor contracts
- Employee records and personal data
- Intellectual property, including software code, designs, and trademarks
- Technical data and product specifications
- Marketing and sales strategies
- Any other information designated as confidential by Andnetics or that is understood to be confidential due to its nature.

2. Responsibilities

Employees and Contractors:

- Must protect confidential information from unauthorized access, use, or disclosure.
- Are required to sign a Confidentiality Agreement upon employment or engagement, acknowledging their understanding of and commitment to this policy.
- Must not disclose confidential information to anyone outside of Andnetics without explicit permission from authorized personnel.
- Should limit access to confidential information to those who need it for legitimate business purposes.

3. Handling Confidential Information

- Storage: Confidential information must be stored securely, whether in physical or digital form. Digital information should be protected with strong passwords and encryption when necessary.
- Sharing: Confidential information may only be shared within the company on a need-to-know basis. Any sharing of information outside the organization requires prior approval from a supervisor or the designated information security officer.
- Transporting: When transporting confidential information, employees must take precautions to prevent unauthorized access, including using secure methods and not leaving sensitive documents unattended.

4. Breach of Confidentiality

- Any breach of confidentiality, whether intentional or accidental, must be reported immediately to the HR department or management.
- Breaches will be investigated, and appropriate action will be taken, which may include disciplinary measures, up to and including termination of employment or contract.

5. Confidentiality After Employment

- The obligation to protect confidential information continues even after the termination of employment or contract. Former employees and contractors must not disclose any confidential information they accessed during their tenure at Andnetics.
- Confidentiality agreements will remain in effect post-employment, and violations will be subject to legal action.

6. Training and Awareness

- Andnetics will provide training on this confidentiality policy and its importance to all employees and contractors. Ongoing education will be provided to ensure compliance and awareness of potential risks.

7. Policy Review and Updates

- This policy will be reviewed annually and updated as necessary to reflect changes in legal requirements, industry best practices, or organizational needs.
- Employees will be informed of any significant changes to the policy.

8. Contact Information

- For questions or concerns regarding this Confidentiality Policy, individuals may contact the HR department or the designated information security officer hr@andnetics.in

Acknowledgment

All employees and contractors are required to acknowledge their understanding of and compliance with this Confidentiality Policy by signing a copy of the policy.