

Reference	POL 45
Version	1.0
Issue Date	28/10/2023
Approved	MD

## **PREMIUM SECURITY SERVICES**

### **CONFIDENTIALITY POLICY (SECURITY SERVICE PROVIDERS)**

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As part of your service provision, you will have knowledge of, or access to, confidential information concerning Premium Security, its members, and clients. It is implicit in your acceptance of an appointment with the Company that you undertake not to divulge any of this information howsoever obtained to any unauthorized person nor use it for any unofficial purpose.

The Security Operative agrees to treat as secret and confidential and not at any time for any reason to disclose or permit to be disclosed to any person or otherwise make use of or permit to be made use of any unpublished information relating to the Company's technology or other know-how business plans or finances or any such information relating to a subsidiary, supplier, client or affiliate of the Company where the information was received during the period of the Operative's relationship with the Company. Upon termination of the relationship for whatever reason the Security Operative shall deliver to the Company all working papers, computer discs and tapes or other material and copies provided to him pursuant to his relationship with the Company.

The Security Service Provider agrees that during the life of the relationship and for a period of 24 calendar months afterwards whether by himself, employees, or agents and otherwise howsoever and whether as a consultant, principal, partner, director, employee or otherwise directly or indirectly in any city or town within the United Kingdom or other location in which the Company is active he/she shall not:

- provide or procure the provision of any consultancy services or carry out or procure the carrying out of any business activity, work, or service for a third party if the services, activity, or work relate or are concerned with any business activity, work or service which are either the same as or similar to or competitive with or perform functionally in the same manner as the Company.
- solicit or accept orders for the supply of services the same as or similar to or competitive with any of the services of the Company from persons who have been customers of the Company or any of its affiliates for any of those services during the period covering the Service Provider's relationship with the Company.

Each of the restrictions set out in this clause 6 are separate and severable and enforceable accordingly, and the parties further agree that if any of the provisions of this Agreement should become unenforceable these terms of employment shall be altered in such a way that the failed provisions are modified to give effect to the intentions of the service contract taken as a whole.

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#### **Confidentiality Policy (Client Obligations)**

During the period of Agreement or Service Provision, the Client shall not offer employment to, or procure the services of, any person in any capacity that is or shall have been an Agent of the Company whilst this policy is in force. This policy is inclusive of all Agents who assisted the Company in providing the Services to the Client, as well as all other Agents of the Company.

This policy remains in force during the Appointment period and at any time after its termination (without Limit). Should the Company consent in writing and the Client and Agent accept the offer, the Client shall pay to the Company a finder's fee equivalent to at least 6 months agreed salary between the Agent and the Client, this to be mutually agreed at the time.

The Client shall not disclose the processes, procedures, and policies of the Company to any third party without written authorisation from the Client. These shall be deemed to always remain the Company's property. The obligations contained herein shall not apply to any disclosures required by law.