

## Company Information

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<i>Document Name:</i>	Confidentiality
<i>Date:</i>	August 2019
<i>Endorsed By:</i>	Directors
<i>Document Code:</i>	COMP005

### 01. PRIVACY

RJA is committed to protecting the privacy of information provided by employees, clients and suppliers. Unauthorised disclosure of RJA information, including the misuse of intellectual property is strictly prohibited.

### 02. CONFIDENTIALITY

As an RJA employee, you have a responsibility to safeguard RJA assets, including but not limited to:

- physical assets,
- financial assets,
- intellectual property
- confidential information.

You may not disclose Confidential Information, either while you are an employee of RJA or at any time after the employment ends.

During the course of your employment or engagement, you will have access to and will encounter information relating to RJA, its business and assets. You must treat all information as confidential.

Confidential information includes, but is not limited to;

- computer software and programs,
- know-how,
- studies,
- ideas,

- designs,
- drawings,
- diagrams,
- concepts,
- intellectual property,
- inventions,
- sources,
- technologies,
- costs,
- pricing,
- margins,
- reports,
- client lists,
- client information including client contact details,
- personal information not in the public domain,
- financial information,
- RJA's strategic business plans and business dealings,
- past, present and future businesses,
- suppliers,
- business ideas and methods,
- distribution methods,
- inventories,
- manufacturing processes,
- employees,
- hiring practices,
- marketing strategies,
- other technical, business and financial information.

You must only use, copy or reproduce this information for purposes directly associated with your employment with RJA.

You must do all things necessary to safeguard the confidentiality of this information, in particular by ensuring that it is stored properly and securely. More detail in relation to your obligations of confidentiality is provided in your contract of employment.

In accordance with the Trading Policy, you are strictly prohibited from using or disclosing confidential information for purposes of trading securities or for any other purpose other than the conduct of RJA business.

Using confidential RJA information for personal financial benefit or to assist external parties, is both unethical and illegal. For further information with respect to confidentiality, please consult your contract of employment.

## 03. BREACHES & REPORTING

Any breach of this Code may result in disciplinary action up to and including termination of your employment or contract.

Breaches of any laws or regulations may also result in prosecution by the appropriate authorities. You are requested to report any breach or potential breach of the Code to management or a director.

Such matters will be addressed in a confidential manner. For further information with respect to disciplinary action, please consult RJA management.

### Related Resources, Tools and Links

- To be read in conjunction with **all RJA Company Policies**
- To be adopted by all employees in conjunction with:
  - COMP001 – Behaviours
  - COMP002 – Principles
  - FORM013 – Confidentiality Agreement Form

### Contact & Further Information

For further assistance please contact your direct manager.

### Document Owner

Directors – RJA

Note: This information does not form part of any contract between you and RJA. It summarises the expectation of employee confidentiality in accordance with applicable legislation and is not intended to create any additional legal rights or obligations. Any reference to obligations or requirements of the Company in this information is not intended to give rise to contractual obligations binding on the Company. This information may be varied from time to time.