

3 Premier Court Boarden Close, Moulton Park Northampton NN3 6LF	Confidentiality Policy Statement	
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Employees and others acting on the company's behalf are responsible for protecting confidential information, including trade secrets, from unauthorised disclosure whether internal or external, deliberate or accidental. Employees and others acting on the company's behalf must know the following:

- The classification of the information they create or have access to (Public, Internal, Confidential or Regulated). Any of these classifications other than Public may represent a company trade secret.
- The security precautions that apply to company information, and how long to retain company information, and how to properly dispose of it.

Just as we expect others to respect our company's confidential information, we respect the confidential information of other parties. It is company policy to use only legal and ethical means to collect and use business and market information in order to better understand our markets, customers and competitors. The company will not collect or use another party's confidential information without that party's permission.

What it means for Drywall Contracts Ltd (DCL) confidential information:

- Protect DCL confidential information regardless of the media in which the information is conveyed (e.g. printed electronic files, e-mail, and verbal conversation).
- Protect DCL confidential information for the entire life cycle of the information from creation, storage, use, transmittal, retention through disposal.
- Share confidential information inside DCL only with those who have a business need to know the information.
- Have a written, signed confidential disclosure agreement before disclosing confidential information to a party outside DCL. Confidential disclosure agreements must be signed by a general manager or technical director, or higher level.
- The duty to protect DCL confidential information includes trade secrets. Although some information may be designated trade secret, special designation is not required. Any information that falls within the definition of trade secret is a trade secret for as long as it fits the definition. The life of a trade secret can be indefinite and depends, to some degree, on the efforts to maintain secrecy. Keeping trade secrets secure maintains their viability as intellectual property giving DCL a competitive advantage.
- Ensure that others are authorised to be in your offices/ Depot area and are authorised to have access to DCL business information.
- Promptly report any actual or suspected unauthorised access or use of DCL systems or DCL information to the Managing Director immediately.

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What it means for confidential information of others:

- As we do not disclose DCL confidential information without a proper confidential disclosure agreement, do not accept another party's confidential information without a written, signed confidential disclosure agreement. These confidential disclosure agreements must be signed by a technical director or higher level executive.
- Unless you have another party's permission to use the party's information, make sure you can answer "no" to each of these questions before using the information:
 1. Is the information actually confidential information?
 2. Was the information obtained illegally or unethically?
 3. Would using the information violate any other business conduct policy?
 4. Contact your senior manager if you learn that an improper disclosure or improper use of another party's confidential information may have occurred.
 5. Do not interview or hire employees or consultants of competitors without first contacting the Managing Director.

What to avoid:

- Sharing DCL confidential information with friends or family.
- Talking about DCL confidential information in public places where you can be overheard.
- Leaving DCL confidential information unattended.
- Copying DCL confidential information onto non company computers or systems, or accessing DCL confidential information through non company computers or systems.
- Disclosing DCL confidential information to anyone outside the company who does not have a confidential disclosure agreement protecting that information, or to anyone inside the company who does not have a need to know the information.
- Divulging information about a new client or service before any necessary contracts have been filed.
- Receiving confidential information from an employee about his or her former employer.
- Using third party confidential information that has been obtained illegally or unethically.



Jonathan Jacznik

Managing Director

30/01/2026