

EMPLOYEE CONFIDENTIALITY POLICY (IN CONJUNCTION WITH THE INFORMATION POLICY AND EMPLOYEE HANDBOOK)

The purpose of the Oneplan confidentiality policy is to explain how we expect Oneplanners to treat confidential information. You will unavoidably receive and handle personal and private information about clients, providers and our company. We want to make sure that this information is well-protected.

We must protect this information as it may:

1. Be legally binding (e.g. sensitive (health) client data.)
2. Constitute the backbone of our business, giving us a competitive advantage (e.g. business processes.)

THIS POLICY AFFECTS ALL ONEPLANNERS

Examples of confidential information are:

Unpublished financial information, Client data, New technologies, Client lists (existing and prospective), Data entrusted to Oneplan by external parties, Pricing/marketing and other undisclosed strategies, Documents and processes explicitly *marked as confidential*, Unpublished goals, forecasts and initiatives *marked as confidential*

What you should do:

1. Lock or secure confidential information at all times
2. POPI Shred confidential documents when they're no longer needed
3. Make sure to only view confidential information on secure devices
4. Only disclose information to other Oneplanners when it's necessary and authorised
5. Keep confidential documents inside Oneplan's premises unless it's necessary to move them

What you shouldn't do:

1. Use confidential information for any personal benefit or profit
2. Disclose confidential information to anyone outside of Oneplan
3. Replicate confidential documents and files and store them on insecure devices
4. When you stop working for Oneplan, you are obliged to return any confidential files and delete them from your personal devices.

All who don't respect the confidentiality policy will face disciplinary action and, possibly, legal action. This policy is binding even after leaving Oneplan.

WE THANK YOU FOR YOUR STRICT COMPLIANCE TO THIS POLICY

