

## Confidentiality Policy

This policy applies to all activities undertaken by Rediweld Rubber & Plastics Ltd and impacts upon key suppliers and customers.

We aim to protect the company's information assets and those of its customers from all threats, whether internal or external, deliberate or accidental. Information takes many forms and includes data printed or written on paper, stored electronically, in the format of drawings and transmitted by post, fax, electronically or spoken in conversation. We will achieve this protection through our commitment to:

# Ensure that information is accessible only to those who require such access in order to perform their duties.

# Safeguard the accuracy and completeness of information.

# Comply with all relevant legislation including the companies act, data protection act, copyright, design and patent act.

# Control documents internally and externally, in accordance with procedures.

# Require suppliers/sub-contractors to sign a non-disclosure agreement where appropriate.

# Control visiting personnel on site to restrict access to relevant information only and prevent unauthorised photography.

# Provide suitable management structure with the Managing Director responsible for maintaining and annually reviewing the Confidentiality Policy.

# Both manages and each employee being responsible for adhering to the Confidentiality Policy.

Signed:



Managing Director  
Technical Moulding



Managing Director  
Traffic Products



Managing Director  
Rediweld Rubber & Plastics Ltd

1<sup>st</sup> March 2022