

 CONFIDENTIALITY

Throughout your employment with Roubler you will hear, read and be exposed to delicate and confidential information that **must not**, under any circumstances be disclose to any other staff members or third party.

Example of such information includes but is not limited to:

1. Personal Details of any staff members
2. Wages
3. Staff movements/turnover
4. Client details
5. Operational, and commercial information/Issues

All work conducted on behalf of Roubler is and remains the property of the company. It must be acknowledged that Roubler confidential information and intellectual property is of significant value to the business of which a breach of this policy will cause losses to Roubler.

All information, documents, details regarding proprietary information, and other material of a genuinely confidential nature concerning Roubler or any of its clients acquired during your employment will not be disclosed to any third party without the written consent by senior management of Roubler or compelled by law.