

## CONFIDENTIALITY POLICY

### POLICY STATEMENT:

It is the policy of GCCLAB to maintain all aspects of confidentiality. Employees are accountable to be aware of legal implications in respecting the rights of others, especially the right to privacy. The following guidelines are strictly adhered as per Non-Disclosure Agreement & Information Security Policy:

- Confidentiality of client information must never be violated
- Employees personal, family or health related information may not be removed in HR setting
- Information related to business operation and strategies cannot be shared with competitors

It is also the responsibility of any who have contact with confidential information to preserve the records against loss, destruction, tampering, and inappropriate access or use, including inappropriate disposal.

Any breach of confidentiality represents a failure to meet legal, professional, and ethical standards expected and constitute a violation of this policy that could result into discipline and/or civil or criminal penalties.

### PURPOSE:

It is the policy of the GCCLAB to limit the disclosure of confidential information that could be detrimental to the best interests of the organization, its subsidiaries, or clients. The directives as defined within this policy are intended to enhance public confidence in the integrity of the GCCLAB and its employees, volunteers, delegates, students, and third-party service providers.

### SCOPE:

This policy applies to all employees, volunteers, delegates, students, and third-party service providers of the organization. The duty to preserve the confidentiality of GCCLAB ty information extends beyond, and continues after the individual's termination of employment, engagement, or contract with the organization

### DEFINITIONS:

Confidential Information refers to information that, if disclosed without authorization, could be prejudicial to the interests of the GCCLAB and its subsidiaries. Confidential information includes but is not limited to the following:

- Any document which contains personal delegate, employee, or volunteer information beyond the name, title, business address, business e-mail and business phone number(s).
- Incoming and outgoing e-mails, hard-copy mail, and faxed document marked 'Private' or 'Confidential,' including copies.
- Documents that contain trade secrets or proprietary information such that the sharing of said documents may assist a competitor(s).
- Any other document marked confidential by the sender. The sender will use discretion to identify what should be designated confidential in addition to the documents listed.

**Engr. Saleh Al Amri**  
**Chief Executive Officer**