

LET'S KEEP SOME THINGS IN BLACK AND WHITE



Company Confidential | 2022

www.WillNeverGrowUp.com | www.ItsYellowSeed.com | www.SPRD.co.in

CONFIDENTIALITY CODE

For a growing company in the digital age, these guidelines are designed to help protect the credibility of our companies. **Being part of the team, the onus to uphold and percolate these rests with each one of us. As an organization, we respect confidentiality and see this as a sign of integrity.**

What does this cover?

These principles apply to the professional use of company documents, client information, internal policies and all assets that you have access to on behalf of our company for personal or professional use.

You alone are accountable for your actions and what you store, write and share with people within and outside the company. This policy also extends to company Alumni and Social Media.

What is expected of me?

Be Upfront. If something you share with third parties is confidential, make sure you mention it in your email/communication even if the conversation is verbal. If you're uncertain about whether or not to share information that's related to the company, seek the advice of your manager in advance. Do note this applies to confidential, proprietary or sensitive information regarding the company, our clients, team members, customers, vendors, contractors, internal company policies and internal communications, and/or information to suppliers.

If you're uncertain whether information is meant to be private or internal, seek clarity.

Be Aware. During the course of work, you will come across a series of documents and items of confidential nature. Be aware of what constitutes as confidential data and should be handled with care.



Non-Disclosure Understanding

Do note that during, **or at any time after your employment with the Company**, you cannot use, retain copies, copy files, disclose or divulge to others including future employers and/or company alumni, any trade secrets, business data, confidential information, or any other proprietary data of the Company and this would be seen as a violation of confidentiality.

This understanding is an agreement & shall be binding upon you and your representatives and successors in interest, and shall inure to the benefit of the Company, its successors and assigns.

The Company stands indemnified against any and all losses, damages, claims, or expenses incurred or suffered by the Company, whether directly or indirectly as a result of a breach from your end. This Agreement shall remain in full force and effect with respect to the confidential information without limitation of time & shall be governed by and construed under the laws of India.

The following things / instances are deemed confidential

1. Technical information: methods, processes, formulas, compositions, systems, techniques, inventions, machines, computer programs/software, licenses, passwords and research projects.
2. Business information: Customer lists, specific project details, pricing data, sources of supply, vendor data, content writer details, financial data and marketing, production, or merchandising systems or plans along with information on relations and agreements with clients;
3. Company Credit Card Details, Statutory documents, Authorized Signatures & Photographs, Company Passwords for software mentioned as part of work tools /Website / Data back-end/HQ Survey or any other client survey data/Company email/Work Tools access/Vendor Empanelment documents/Company Letter Head/ Client Agreements/Media contacts and any other digital asset of the company which may be available for use during the normal course of work from time to time.

In case of any queries/questions or clarifications, please write back to info@willnevergrowup.com or contact@itsyellowseed.com or hello@sprd.co.in