

# CONFIDENTIALITY POLICY

## I. Purpose

The purpose of this Confidentiality Policy is to establish guidelines and standards for protecting sensitive and confidential information within ALMAEER's organization. This policy aims to ensure the confidentiality, integrity, and availability of information, safeguarding it from unauthorized access, disclosure, alteration, or destruction.

## II. Scope

This policy applies to all employees, contractors, consultants, and third parties who have access to confidential information in the course of their duties or responsibilities. It covers all forms of information, regardless of the medium or format, including but not limited to electronic, paper-based, oral, and visual information.

## III. Confidential Information

Confidential information includes, but is not limited to, the following types of data:

- a) Personal information of employees, clients, customers, or any other individuals associated with our organization.
- b) Trade secrets, intellectual property, proprietary information, research and development data, business plans, and financial information.
- c) Contracts, agreements, and any other legally binding documents.
- d) Strategic plans, marketing strategies, and competitive intelligence.
- e) Any information that is legally protected, subject to non-disclosure agreements, or classified as confidential by our organization or its partners.

## IV. Responsibilities

### IV.A Management Responsibilities

- a) Management is responsible for promoting a culture of confidentiality and ensuring compliance with this policy.
- b) Management will provide guidance, training, and resources to employees to facilitate the proper handling and protection of confidential information.
- c) Management will classify and label confidential information appropriately, indicating its

sensitivity level and access restrictions.

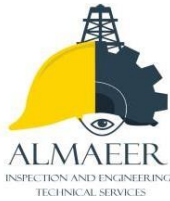
- d) Management will regularly review and update access controls and permissions to limit access to confidential information only to authorized individuals.

#### **IV.B Employee Responsibilities**

- a. Employees are responsible for maintaining the confidentiality of all information they have access to in the course of their work.
- b. Employees must only access confidential information on a need-to-know basis and use it solely for legitimate business purposes.
- c. Employees must protect confidential information from unauthorized access, theft, loss, or damage.
- d. Employees should not disclose or share confidential information with unauthorized individuals, including colleagues, friends, family members, or external parties, unless authorized to do so.
- e. Employees must comply with any additional security measures, such as password protection, encryption, or secure storage, when handling confidential information.
- f. Employees must report any actual or suspected breaches of confidentiality to their immediate supervisor or the designated authority.

#### **Confidentiality Measures**

- a. Access Controls: Access to confidential information should be granted based on the principle of least privilege, ensuring that only authorized individuals can access the information necessary to perform their duties.
- b. Physical Security: Physical safeguards, such as locked cabinets, secure storage areas, or restricted access to sensitive areas, should be implemented to protect physical documents and media.
- c. Information Security: Technical measures, including firewalls, encryption, authentication mechanisms, and secure network connections, should be employed to protect electronic confidential information from unauthorized access or disclosure.
- d. Training and Awareness: Regular training programs should be conducted to educate employees on their responsibilities, best practices for handling confidential information, and the potential consequences of breaches.
- e. Confidentiality Agreements: Employees and relevant parties may be required to sign confidentiality agreements to legally bind them to protect and maintain the confidentiality of information they have access to.



## Consequences of Non-Compliance

Failure to comply with this Confidentiality Policy may result in disciplinary actions, up to and including termination of employment or contract, as well as legal consequences in accordance with applicable laws and regulations.

## Policy Review

This ALMAEER's Confidentiality Policy will be reviewed periodically to ensure its continued relevance, effectiveness, and alignment with organizational needs and legal requirements. Amendments may be made as necessary, and employees will be informed of any updates.

By adhering to this Confidentiality Policy, we demonstrate our commitment to protecting the confidentiality of sensitive information and maintaining the trust of our employees, clients, customers, and partners.

Rashed Almazrouei  
CEO