
	<b>CONFIDENTIALITY POLICY</b>			
	<b>Doc. No.</b>	PRO-QA-022	<b>Ver. No.</b>	

## Introduction

ProFloat (PTY) Ltd("we", "us", "our") recognizes the importance of maintaining the confidentiality of information entrusted to us by our customers, partners, and employees. This Confidentiality Policy outlines our commitment to protecting confidential information and sets forth guidelines for its handling and disclosure.

## Scope

This policy applies to all employees, contractors, consultants, and third parties who have access to confidential information belonging to ProFloat.

## Definition of Confidential Information

Confidential Information includes, but is not limited to:

- **Customer information:** Any information related to our customers, including their contact details, specific needs, and service history.
- **Business information:** Trade secrets, business plans, financial information, pricing strategies, marketing plans, and product development plans.
- **Operational information:** Procedures, methodologies, and proprietary tools used in our buoyancy repair and maintenance services.

## Obligations

- **Confidentiality Agreement:** All employees, contractors, and third parties must sign a confidentiality agreement before gaining access to confidential information.
- **Protection:** Confidential Information must be kept secure and protected from unauthorized access, use, or disclosure.
- **Use:** Confidential Information may only be used for legitimate business purposes and not for personal gain or unauthorized purposes.



## Disclosure of Confidential Information

Confidential Information may be disclosed only:

- To employees, contractors, or third parties who need to know the information for business purposes and who are bound by confidentiality obligations.
- When required by law or regulatory authorities, provided that we notify the affected parties and seek protective measures if possible.

## Return or Destruction of Information

Upon termination of employment or engagement, individuals must return or destroy all Confidential Information in their possession, including any copies.

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**Reporting Violations**

Any suspected violations of this Confidentiality Policy must be reported promptly to [Designated Officer or Department].

**Compliance**

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or contract, and may also result in legal action where applicable.

**Updates to the Policy**

We may update this Policy periodically to reflect changes in our business practices or legal requirements. Updated policies will be communicated to employees and made available on our internal platforms as well as published on our website.

**Contact Us**

If you have any questions about this Policy or our data practices, please contact us at:

**Pro Float (Pty) Ltd**

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[info@profloat.com](mailto:info@profloat.com)

[www.profloat.com](http://www.profloat.com)

Signed: 

**Approval:** Keane Harvey

**Date:** 1 July 2024

**Capacity:** Managing Director