

Security, Confidentiality & Data Protection

Intellectual Property

If your role concerns intellectual property, your contract of employment will set out our detailed expectations and requirements;

Confidentiality

Your contract of employment sets out our detailed expectations and requirements for your duty confidentiality.

We value trust, both among our team and with our clients, partners, and stakeholders. As part of your role, you may come across information that's not meant to be shared outside of the business. This could include things like business plans, financial details, personal information about other employees, customer records, or other sensitive company data. It is important that everyone does their part to keep this kind of information private and secure.

Here's what we expect:

Only use confidential information if you need it to do your job.

Don't share it with anyone who isn't authorised to have it—including other employees who don't need it for their work.

Never talk about confidential matters in public places or online (that includes social media—even vague posts).

Keep documents and files secure, whether they're printed or stored digitally. Lock your screen when you step away and use strong passwords. Even after you leave the Company, you're still expected to keep any confidential information you learned here private. That responsibility doesn't end with your employment.

If you're ever unsure whether something is confidential, or you think there's been a breach (accidental or otherwise), let your manager or the HR team know right away. We understand that mistakes can happen, and the sooner we know, the better we can respond.

Keeping information safe is part of maintaining the professional and respectful environment we all want to work in. Thank you for doing your part!

Conflicts of Interest

We want everyone to feel confident that decisions at our company are made for the right reasons, based on what's best for the team, our clients, and the business overall.

That's why it's important to avoid situations where personal interests might conflict with work responsibilities.

A conflict of interest happens when your personal, financial, or outside interests (or those of someone close to you) could influence the way you do your job, or even just appear to.

Here are a few examples of situations to be mindful of:

- Working for or doing business with a competitor, client, or supplier outside your job here.
- Hiring or supervising a close friend or family member.
- Accepting gifts, perks, or favours that might affect your judgment (or look like they could).
- Using company info or resources for personal gain.
- Having a financial stake in a company we do business with.

We understand that life is complex and sometimes these things aren't black and white. That's why the most important thing is transparency.

If you think there might be a conflict, or even just the appearance of one, please talk to your manager or reach out to the HR team. It's better to check early than risk a misunderstanding later.

We're not here to get in the way of your personal life. We just want to make sure we're all acting with fairness, integrity, and good judgment. If an issue ever comes up, we'll handle it openly and respectfully.