

HUMAN RESOURCES POLICY & PROCEDURE

POLICY NUMBER	PAGE	1	DATE
HR-NDA-01	OF	2	1 st July 2024

ISSUED BY	APPROVED BY
Head of People & Human Resources	Chief Operating Officer

SUBJECT	DISTRIBUTION
NDA Policy	Human Resources

NON-DISCLOSURE POLICY

Objectives:

The objective of this Non-Disclosure Agreement (NDA) Policy is to protect the confidential and proprietary information of PEOPLElogy Group. This policy ensures that all employees understand their obligations regarding the non-disclosure and proper handling of such information, safeguarding the company's intellectual property, business strategies, and competitive edge.

Purpose:

The purpose of this Non-Disclosure Agreement (NDA) Policy is to ensure that all employees of PEOPLElogy Group understand their responsibilities regarding the protection of confidential and proprietary information during and after their employment. This policy sets forth the terms and conditions under which employees agree to protect the confidentiality of such information.

Scope:

This policy applies to all employees of PEOPLElogy Group who have entered into a contract of service and/or contract for service with the company, collectively referred to as the "Employees."

Definition:

Confidential Information includes, but is not limited to:

- Proprietary information
- Trade secrets
- Technical information
- Business information
- Financial information
- Customer information
- Marketing information
- Any other non-public information, whether oral, written, or in any other form, disclosed to or accessed by Employees during their employment with the Company.

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Non-Disclosure Obligations

a. **Confidentiality:** Employees must hold all Confidential Information in strict confidence and not disclose, publish, or make it available to any third party without the prior written consent of the Company or unless required by law.

b. **Use of Information:** Employees shall only use Confidential Information for the purpose of performing their duties and responsibilities for the Company.

c. **Security Measures:** Employees must take all necessary precautions to prevent unauthorized access, disclosure, or use of Confidential Information. This includes maintaining appropriate physical and digital security measures.

d. **Duration:** Employees' obligations under this policy continue both during the term of their employment with the Company and indefinitely after the termination of their employment.

Return of Confidential Information

Upon termination of employment or at any time upon the Company's request, Employees must promptly return all documents, records, data, and other materials containing or pertaining to Confidential Information, whether in written, electronic, or any other form.

Remedies for Breach

Employees acknowledge that unauthorized disclosure or use of Confidential Information may cause irreparable harm to the Company. In the event of a breach or threatened breach of this policy, the Company is entitled to seek injunctive relief and any other remedies available at law or in equity.

Entire Agreement

This policy constitutes the entire understanding between the Company and the Employees regarding the subject matter hereof and supersedes all prior agreements, understandings, and negotiations, whether oral or written.

Governing Law

This policy shall be governed by and construed in accordance with the laws of Malaysia. Any disputes arising out of or in connection with this policy shall be subject to the exclusive jurisdiction of the courts of Malaysia.

Review and Updates

This policy will be reviewed periodically to ensure its effectiveness and compliance with applicable laws and regulations, and updates will be made as necessary.