

Confidential Information Policy

During your employment, Global Experience will entrust you with confidential information, namely information and knowledge that is valuable to its business and not in the public domain.

Examples of confidential information include:

- Trade secrets and confidential "know-how"
- Databases of customers, clients and suppliers
- Operating procedures
- Pricing policy, price lists and payment policies
- Financial, accounting, marketing and technical information
- Host family information packs, guest information packs, host and client contracts, and
- Information on current and future business plans.

You might carry confidential information in your head or you might have access to a computerised or hard copy document or some other recording of confidential information. Regardless of its form, you are obliged to maintain the confidentiality of that information and not use it for any purpose other than advancing Global Experience's interests.

You must not use or disclose to any person outside of Global Experience any confidential information of any kind either during or after your employment in the business.

You must not remove confidential information from the business's premises without the written consent of the Business Manager.

Breach of these guidelines may result in disciplinary action, including dismissal. It may also expose you to personal liability. Please also refer to the clause in your Employment Agreement addressing confidential information for further information.

Authorised by:

Sonia Ortega, Managing Director, Global Experience