

## 1 Scope

This policy applies to all employees working for MWH Treatment and MWH Farrer (MWH).

The purpose of this policy is to show that MWH has the right to protect the confidentiality of its business methods and information.

## 2 Application

This policy is in place to ensure that current and past employees are aware of what information they are not authorised to communicate to external parties, other than to fulfil the obligations of their employment.

## 3 Contents

- What the Company defines as confidential information
- Whether this policy applies to documents which are not marked confidential
- Whether this policy applies to employees after leaving the Company's employment.

## 4 Confidentiality

### 4.1 What does the Company define as Confidential Information?

Confidential Information includes, but is not limited to:

- The business methods and information of the Company or any associated companies. This includes, prices charged to customers, discounts given to customers, discounts obtained from suppliers, product development, marketing and advertising programmes, costings, budgets, turnover, sales targets and other financial information
- Lists and particulars of the Company's suppliers and customers and the individual contacts at such suppliers and customers
- Details and terms any of the Company's agreements, including the disclosure of the existence of such agreements
- Confidential details as to the design of the Company's or its suppliers' products and inventions or developments relating to future products
- Company Intellectual Property
- All other matters, which by their nature or the circumstances surrounding their disclosure should reasonably be regarded as confidential

It is a condition of an employee's employment that any Confidential Information is not divulged or disclosed to any person, firm or organisation except where this is required in the course of employment.

#### **4.2 If a document is not marked as confidential, does this policy still apply to it?**

Yes. This policy applies to all Company documentation, whether or not they are or were marked as confidential.

#### **4.3 Are there any exceptions to this policy?**

This policy does not apply to information which is in, or comes into, the public domain otherwise than through the unauthorised disclosure by a current or past employee.

### **5 Confidentiality After Termination of Employment**

#### **5.1 Does this policy still apply when an employee leaves the Company?**

Yes. This policy remains in force after an employee's termination of employment without any limit in time and that former employee shall be accountable for damage or loss caused to the Company or profits lost as a result of unauthorised use of Confidential Information.

### **6 Consequences of not Adhering to this Policy**

#### **6.1 What are the consequences if an employee does not adhere to this policy?**

Should an employee fail to adhere to this policy, they will be treated in accordance with the Company's formal Disciplinary procedure, which may result in dismissal.

### **7 Glossary of Terms**

**Employee** – All persons holding a contract of employment working within the United Kingdom and for the purposes of this policy, any persons who have held a contract of employment with MWH, Stantec, Biwater or any other subsidiary company working in the United Kingdom at any point within their working lifetime.