



Confidentiality Policy

1. Purpose:

This Confidentiality Policy outlines the standards and expectations regarding the protection of confidential information within The Aluminum Company of Egypt [Egyptalum]. It is designed to ensure the integrity, security, and confidentiality of sensitive information held by the company.

2. Scope:

This policy applies to all employees, contractors, consultants, and third-party partners who have access to confidential information while conducting business on behalf of The Aluminum Company of Egypt [Egyptalum].

3. Definition of Confidential Information:

Confidential information includes but is not limited to:

- Business plans and strategies
- Financial data
- Intellectual property
- Trade secrets
- Customer and employee information
- Legal documents and agreements

4. Responsibilities:

- **Employees:** Employees are responsible for safeguarding confidential information and using it only for legitimate business purposes. They must not disclose or share confidential information without proper authorization.
- **Management:** Management is responsible for implementing security measures to protect confidential information, providing training on confidentiality policies, and enforcing compliance among employees.

في حالة الاختلاف على مفردات احدى العبارات يتم الرجوع الى اللغة العربية بالمستندات أعلاه

In case of a disagreement over the vocabulary of one of the expressions, reference will be made to the Arabic language using the documents above



5. Confidentiality Measures:

- **Access Control:** Limit access to confidential information based on job roles and responsibilities.
- **Data Encryption:** Utilize encryption methods to secure electronic data storage and transmission.
- **Non-Disclosure Agreements (NDAs):** Use NDAs when sharing confidential information with third parties to ensure they understand their obligations to maintain confidentiality.

6. Confidentiality Breach Reporting:

Employees must report any suspected breaches of confidentiality to their immediate supervisor or the designated confidentiality officer promptly. Breach incidents will be investigated, and appropriate disciplinary action will be taken if violations are confirmed.

7. Confidentiality Training:

Regular training sessions will be conducted to educate employees on the importance of confidentiality, best practices for handling confidential information, and the consequences of confidentiality breaches.

8. Compliance:

Failure to comply with this Confidentiality Policy may result in disciplinary action, including termination of employment or legal action, depending on the severity and impact of the breach.

9. Confidentiality Statement:

By signing this policy, employees acknowledge that they have read, understood, and agree to comply with the Confidentiality Policy of The Aluminum Company of Egypt [Egyptalum].

Human resources department.

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Confidentiality Policy.



Egyptalum/إيجيبتالوم

I have read, understand, and agree to comply with the Company Confidentiality Policy.

Name:

Date:

Signature:

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