

HARTLEY PEOPLE RECRUITMENT

CONFIDENTIALITY AGREEMENT

Introduction

Hartley People aim to offer our clients the highest quality of service in relation to the provision temporary staff. A critical element of this service is that our team of temporary staff treat all of our client's business information in a confidential manner, that would be expected from a professional temping recruitment agency.

In this regard, we require all of our temporary staff to adhere to the following:

You may not discuss any information of a confidential nature relating to the company or any associated companies or their business or in any respect of which the company owes an obligation of confidence to any third party during or after your employment, except in the proper course of your employment or as required by law.

Confidential Information shall include all data, materials, products, technology, computer programs, specifications, manuals, business plans, software, marketing plans, business plans, financial information, and other information that could reasonably considered as confidential during your placement with our client.

You may not remove any documents or things belonging to the company or which contain any confidential information from the company's premises at any time without proper advance authorisation.

You must return to the company upon request and, in any event, upon the termination of your employment, all documents and things belonging to the company or which contain or refer to any confidential information and which are in possession or under your control.

We hope your engagement with Hartley People and our clients is mutually successful, and we look forward to working with you in the future.

Signed: _____ Date: _____

Signed: _____ Date: _____

**For and on behalf of
Hartley People**