



10th of July 2023

Dear Staff Member,

RE: EMPLOYMENT CONFIDENTIALITY OBLIGATIONS

During the course of your employment, you have access to valuable and confidential proprietary information (described below as **'the Information'**) which belongs exclusively to the business of, 'All in IT Solutions' (**ALL IN IT**). The Information includes, but is not limited to, customer lists, product details, marketing and business methodology, an array of company policies and procedures as well as information on the financial position of ALL IN IT.

To protect ALL IN IT's interest in maintaining the confidentiality of the Information, we ask that you hereby agree that you will not disclose or otherwise reveal the Information to any person or entity or commit any act or omission which would in any way jeopardise or impair the confidential nature or value of the information and you will take all necessary and proper precautions to prevent its unauthorised disclosure or use.

Further, you hereby agree that you will not make unauthorised copies of the Information and will return any copies of the Information that you have (whether in hard copy, electronic or any other form in which the Information is stored) when you conclude your employment with ALL IN IT.

Finally, you hereby acknowledge that this restriction on your ability to use the Information applies during the term of your employment with ALL IN IT and indefinitely afterwards.

Please, print out a hardcopy of this letter, print your name below and sign where indicated below to confirm your agreement to, and acceptance of, the above obligations. Please return the original signed letter to me and keep a copy for your records and reference.

If you need further clarification on the contents of this letter, please see me.

Regards,

Ali Taufeek
MANAGING DIRECTOR

I, hereby acknowledge and agree to the above,
PLEASE PRINT YOUR NAME

Signature..... Date.....