



## CONFIDENTIALITY & NON-DISCLOSURE AGREEMENT

FULL NAME:

DESIGNATION:

I hereby agree

- That I will not divulge any critical information with regards to Sancert to any other client, third party or certification body.
- That all documentation, standards and other Sancert information given to me will not be copied or allow this type of documentation to be distributed without Sancert written consent.
- Not to discuss any Sancert clients with any other client, third party or other certification bodies.

## CLIENT INFORMATION PROTECTION AND CONFIDENTIALITY

I hereby agree

- That I will treat all information seen, directly or indirectly as strictly confidential, and will not, without the prior written consent of the client or Sancert management, disclose any part of such information to any third party.
- That I will not make use of any part of the information disclosed to me by a client other than for the writing of reports as needed to demonstrate compliance to the standards being audited.
- That I will restrict access to all information disclosed to me by the client to any of the client's staff or Sancert staff unless it is necessary for the process of the audit.
- That I will not copy or reproduce in any form or part of the information disclosed to me by the client without prior written approval by the client or Sancert management.
- That I will return all information to the client after the audit has been completed.
- That the obligation and restrictions set out herein shall be valid until the disclosing party decides that the information shall no longer be treated as confidential.

I hereby acknowledge and agree that I will not divulge a copy or use any of Sancert's intellectual property in any other manner other than processing a specific order from Sancert to audit a specific client.

I am aware and understand the requirements specified in the Sancert documented policies and procedures which have been made available to me with regards to the Access to Information Act, as well as the Protections of Personal Information Act.

I understand that if at any time I contravene the requirements as specified in the Confidentiality and Non-Disclosure Agreement, Sancert may take legal action for punitive damages.

I  hereby agree to the above-mentioned requirements, deemed to be binding.

Signed at  (Place)

on this  day of  2018.

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*This document is deemed to be uncontrolled if printed.*