



Dear All Staff

Good day!

### **Confidentiality**

Except as required by law, you will not disclose, divulge, communicate to or otherwise place at the disposal of any third party, in any form or by any means, any Confidential Information.

Any unapproved disclosure of Confidential Information is considered a serious breach of your conditions of employment and may result in your dismissal.

For the purpose of this clause, 'Confidential Information' includes (but is not limited to) all information of a confidential nature regarding:

- our past, current or future business interests, methodology, processes or affairs;
- client/customer information and information regarding any person or entity with which we may deal or be concerned;
- matters of a technical nature, including technical processes and trade secrets;
- our internal marketing procedures, financial information and client information; and
- any other information of which you are advised in writing as being Confidential Information or you ought to have been aware was Confidential Information.

### **Social Media contacts**

We have found that some staff members are in contact with residents on social media such as Facebook, etc. Referring to Ananda's confidential policy/requirements above staff members are strictly prohibited from sharing or disclosing any kind of business-related information to residents or residents' family members and not to be involved in any social media outlets with the Residents or their family members.

***Failure to comply with the above will be liable for disciplinary action.***

Thank you

Ananda Management