

Confidentiality Agreement – Qualitek Inspection Department

Confidentiality Agreement (For Employees)

As an employee of **Qualitek Labs Private Limited** I shall hereby abide by the confidentiality rules of the organization as listed below:

1. I will not disclose confidential matters related to technical result of inspection of products of clients as well as all other inspection activities.
2. I will not disclose any matters to the outsider related to organization activities.
3. I will ensure that this will be strictly followed and will not be disclosed even after leaving the job from the organization.
4. I will follow the rules and regulations of the organization on day to day basis.
5. I will not carry any inspection results to the home for any work.
6. I will not show any interest in the activities of other sections of the **Qualitek Labs Private Limited**, who are engaged in other activities, such as testing personnel.
7. I will not pass on any results of the inspection to any of the employee of **Qualitek Labs Private Limited** as well as to the **Client** verbally. I will pass on results only in the form of Work sheet and only to the Inspection Manager only.
8. I will not carry any documents to home for my personal work / purpose.
9. I will not participate in any activities, which reduce my competence such as:
 - Excessive overwork
 - Breaking law like use of alcohol or any such things
 - Working against documented procedures and policies
10. I will maintain all records, as per the category classified and will not take any interest in review of confidential, secret and top-secret records / documents of the organization.
11. I will not take any interest in knowing the name of client, while doing inspection of the product.
12. I will maintain confidentiality of inspection item as well as records by providing the unique identification no. of the product right from receipt till its delivery to client.

I have read the above confidentiality rules of the organization as well as impartiality norms given in E/SYS/01 and will follow the same in day to day activities.

Name of Employee:

Designation:

Confidentiality Agreement (For External Personnel)

I the undersigned oath and agrees to safeguard.

Confidentiality of Inspection Body.

I agree not to use or to release, disclose or communicate any information or data concerning Qualitek Laboratories customer or the methods, procedure, samples, equipment or technology of Qualitek Laboratories or the customer of Qualitek Laboratories, observed or discussed during my visit at Qualitek Laboratories, to any individual or company for reasons other than unless prohibit by law.

Company or Firm Name: _____

S No.	Date	Name	Signature