



## NON-DISCLOSURE OF CONFIDENTIAL INFORMATION AGREEMENT

The nature of our business involves employees and sub-contractors having access to both the firm's and our client's information. Clients engage Windsor Recruitment on the basis that any knowledge of their affairs will not be disclosed to any person other than those approved by the client, this firm or any person in our employ who has a need to know.

The Securities Industries Act also states that the knowledge of a client's affairs must remain confidential. The act therefore prohibits staff members or sub-contractors from disclosing to other persons any information concerning a client's affairs that is not public knowledge. It also specifically prohibits them dealing in the securities of any of our clients.

For these reasons, all staff at Windsor Recruitment and sub-contractors are required to agree:

- (a) not to discuss Windsor Recruitment's affairs or those of our clients with any person other than those so approved by the client, this firm or any person in our employ who has a need to know;
- (b) not to discuss our affairs nor those of our clients where conversations may be overheard;
- (c) to ensure files and client details are not seen by others except where the work task requires.

Any breach of this policy will necessitate a critical review of the employee's or sub contactors continued employment. The requirement for non-disclosure exists during and subsequent to the term of any contractual or employment agreement.

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I confirm I have carefully read and understood the agreement and I will abide by the above.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Windsor Recruitment Employee: \_\_\_\_\_

