



CONFIDENTIALITY

1. Policy Statement

4th Dimension Training Consultants shall, through legally enforceable commitments, have a policy and arrangements to safeguard the confidentiality of the information obtained or created during the performance of verification activities at all levels of its structure, including committees and external bodies or individuals acting on its behalf. Confidential information will not be disclosed to any third party. It will only be made available to **SANAS, BEE Commissioner and the DTIC or if it is required by law.**

2. Processes Supporting Confidentiality

All information submitted to 4th Dimension Training Consultants in support of the application for verification form shall be treated in confidence. Our commitment to Confidentiality is detailed to measured entities in the Verification Agreement. Any breaches of confidentiality are treated extremely seriously and will result in disciplinary action. In the event that the breach is found to have affected verification, the measured entity will be informed within 24 hours by the Managing Director and the **DTIC, BEE Commissioner and SANAS** are informed in writing. Should information be required by a third party, permission in **writing** will be obtained from the measured entity as per the Disclosable Information procedures (4DPRO-08). We may be required to release confidential information in compliance with the law or in response to the regulators.

All records held by 4th Dimension are kept safe and secure (see Record Management Procedures (4DPRO-09) to ensure confidentiality

All staff, including staff appointed to serve on a committee are required to sign a Declaration of secrecy/independence document (REF 4DAGR-01 EMPLOYEE AGREEMENT) on commencement of Employment, formation of a committee (administered by the Managing Director). This is managed by the HR Manager and filed with the employee records.

Declaration of Secrecy (4DAGR-01 EMPLOYEE AGREEMENT and 4DAGR-02 CLIENT VERIFICATION AGREEMENT) makes reference to the below:

4th Dimension Training Consultants hereby undertake that so long as they are employees of the Company in any capacity whatsoever, they would undertake never to reveal or make known to any person during the period of their service with the Company, any of the matters which may come to their notice or knowledge in the discharge of their duties except when required to do so by the Director or by a Court of Law. We hereby pledge, upon leaving the employment of the



Company, not to use any confidential information about the Company or any party connected with it.

4th Dimension Training Consultants employees hereby agree to inform the Director if there is any relationship between themselves and the assignments.

We also undertake that while we are employees of the Company in any capacity whatsoever, we shall not accept any other remuneration employment or carry on any business, whether directly or indirectly, except with the Director's prior written approval.

3. IT policy

4th Dimension Training Consultants provides the e-mail system and internet to assist all employees in the performance of their jobs and its use should be for official company business only.

Use of Web based external e-mail accounts, such as Hotmail, Yahoo etc., are not permitted by 4th Dimension Training Consultants. Permission for special purposes can be given by the Managing Director.

The creation or transmission both internally and externally, by any employee, of any offensive, obscene or indecent images, data or other material, or images, data or material not in line with the company's core values is prohibited. Examples of prohibited material include but are not limited to:

- Sexually explicit messages, images, cartoons, or jokes;
- Unwelcome propositions, requests for dates, or love letters;
- Profanity, obscenity, slander, or libel;
- Ethnic, religious, or racial slurs;
- Political beliefs or commentary;
- Terrorism, terrorist activities, inciting or condoning violence or vandalism.

Accessing, storing and distributing images, documents or e-mails or any other message that could cause offence to another person based on his or her sex, race, sexual orientation, age, national origin, disability, or religious or political beliefs, could amount to harassment and is prohibited.

No messages may be sent or received which concern illegal activities.

The system may not be used for personal financial gain or gambling. Commercially sensitive internal company e-mails and other confidential materials should not be forwarded to any destinations outside the company. The facility to automatically forward e-mails should not be used to forward messages to personal e-mail accounts.



Use of the Internet for personal use is expressly prohibited during company time. The Internet may be used during lunch hours only

Company software may not be taken home and loaded onto a user's home computer unless the company has entered into a licensing agreement with the copyright holder to facilitate this. Under no circumstances should any employee make copies of any software, unless authorised to do so by the copyright holder

Laptop usage is in accordance with the above. Laptops should be locked in the car boot during transportation.

Employees must keep all their passwords confidential and not share them with other employees. Passwords should be a minimum of 7 characters of which at least 1 should be a number.

Anti-virus/ spam filters are in place as well as firewalls and Kaspersky.

Employees must adhere to all aspects of copyright law and may not upload, download any materials including images belonging to other parties without their written permission.

Data backups are performed daily using the Q Drive on the network.

Any breach of this policy may result in disciplinary action, including instant dismissal and may result in criminal prosecution.