

## Company Confidentiality, Intellectual Rights & Social Media



**Advance Drivers Ltd, T/A Advance Logistics Support** (Following referred to as the “company” or “company’s” or “we” or “us” or “our”)

The following policy and agreement is between all staff, employees, contractors, the latter being either employed PAYE, part time or as a self-employed LTD company or sub-contractor and Advance Drivers Ltd, this includes all divisions within the business. The policy and the directions within the policy protect all parties’ intellectual rights and property.

The company produces a vast volume of data with regard to companies, clients and suppliers, also for employees and contractors, the latter being either employed PAYE, part time or as a self-employed LTD company or sub-contractor. Any data which is collected and stored with regard to all of the above areas is not only protected under this policy, but also through several other policies i.e. Data protection.

Any information which is disclosed to us is covered under this policy, this refers to any information which is communicated to any employee (whether in writing, electronic or digital, verbally or by presentation of documents or files, inspection of documents, computer systems or sites or pursuant to discussions or by any other means or other forms whether directly or indirectly). This information is confidential by its nature and should be considered as commercially sensitive. Any information relating to any partner business or person, or affairs of our or other parties is protected from being disclosed to any third party, or being used in the pursuance of any other individual or business gain, even if no apparent reward is justified. All of these affairs and information is deemed to remain the intellectual property of Advance Drivers Ltd, this includes, but is not limited to (a) all intellectual property rights of the disclosing party and (b) all analyses, compilations, studies, contact files and all other documentation prepared either by or for all individuals and departments within the company.

Intellectual property will also include, but not limited to, the following, all trade and service marks, including accreditation marks, registered and unregistered design rights, any design rights applications, database rights, rights in know-how, confidential information including costs, spending and profit and loss data, ideas regarding company progress and any other renewal or extension of rights of the company, suppliers or customers.

This policy also covers the use of social and other digital media by employees, part time, or temporary workers in both a work and personal capacity. They are the same as those that apply for any other activity. Social media is a public forum and the same considerations would apply as, say, to speaking in public or writing for a publication either officially or out of work. In social media the boundaries between professional and personal are often more blurred – so it’s important to be particularly careful.

All individuals free to use social and other digital media in your own time. But we always need to be mindful not to disclose official information without authority, and not to take part in any political, financial or other public activity which compromises, or might be seen to compromise, activities of the company, suppliers or customers. This includes (but not restricted too the name of a business, or any activities of a company, customer or supplier)

No individual has the right to comment on any activities and practices without the proper authorisation. Individual must avoid commenting altogether on controversial issues, work activities and avoid making any kind of personal attack or tasteless or offensive remarks to any individual, business or group.

The confidentiality of intellectual property & social media policy rules extend to all hours including non-working days due to the nature of our business. This exclusion regarding the unlawful release of information or comment shall remain in place for 6 months post-employment, unless agreed by compromise and or similar employment agreement, between an employee and Advance Drivers Ltd.

### PART-TIME WORKERS

This Policy also covers employees and workers who work on a part-time or temporary basis, we recognise part time employees are treated on the same terms, with no detriment, as full time employees.