

Confidentiality of Information Policy

Statement of policy and purpose of policy

Confidential information is one of the most valuable assets of a business. Every company has information it considers invaluable to its competitive edge in the marketplace, so protecting this information is important to Top2%.

Top2% commitment

Top2% expects all its consultants to maintain the strictest secrecy with regard to the business affairs of the company and its customers, products and product lists, except when they are authorised to disclose them by the Company Director, a Court of Law, or any authorised or enforcement agency, such as the police, a regulatory body given powers under the Financial Services Act, HM Revenue & Customs, etc.

Should a consultant be engaged to perform services for clients dealing with, or requiring compliance with the Official Secrets Act, the consultant is expected to take all the steps required for compliance with the Official Secrets Act and shall remain subject to any such undertakings, following any training assignments.

Consultants are expected to maintain the confidentiality of any confidential information at all times; and keep it secure and protected against theft, damage, loss, or unauthorised access and not deal in any way directly, or indirectly, with the confidential information, without the prior written consent of Top 2%.

Consultants must comply with the policies and procedures of the client, including any confidentiality agreements that the client requires the consultancy to sign up to. Top2% will undertake to provide the consultancy with all such relevant policies, procedures and confidentiality agreements when appropriate, to enable the consultancy to comply with its obligations under this clause.

Top2% expects its consultants to act with integrity and honesty at all times and to adhere to local and international law and custom (as appropriate). The services of any consultants in breach of this policy will be terminated without prejudice.

Monitoring and review

The Director will monitor the effectiveness and review the implementation of this policy regularly, considering its suitability.

If the profile of the company's business activity or operating environment changes significantly, the policy will be fully reviewed.



All employees, consultants and other personnel working in partnership with Top2%, are invited to comment on this policy and suggest ways in which it may be improved.

Application of the policy

This policy, its principles and procedures should be applied by the Director, consultants, contractors and any other personnel who work in partnership with Top2%.

If any deviance from this policy is suspected, it should be referred or detected amongst, or about personnel or consultants, they can refer to the Company Director. Such reports will be treated confidentially.

TOP 2%