

CONFIDENTIALITY POLICY

It is a condition of your employment that you agree to keep all Confidential Information confidential. Without limiting the above, you agree not to use, disclose, or make public any Confidential Information without the prior written approval of **Pioneer College**.

Confidential Information means any trade secrets or confidential information relating to, or belonging to, the Company, including any such information relating to:

- Customers or clients.
- Customer lists or requirements.
- Suppliers.
- Terms of trade.
- Pricing lists or pricing structures.
- Marketing information and plans.
- Intellectual Property.
- Inventions.
- Business plans or dealings.
- Technical data.
- Employees or officers.
- Financial information.
- Any document identified as being confidential by Pioneer **College**.
- Research activities; and
- Software and the source code of any such software.

Confidential Information does not include information that:

- Is generally available in the public domain; or
- Was known by you prior to the disclosure by Pioneer **College**, its employees, representatives, or associates.

Intellectual Property means all intellectual proprietary rights, whether registered or unregistered, and whether existing under statute, at common law, or in equity throughout the world including:

- All trademarks, trade names, logos, symbols, brand names or similar rights, registered or unregistered designs, patents, copyright, circuit layout rights, trade secrets and the right to have confidential information kept confidential; and
- Any application, or right to apply, for any rights referred to in the point above.

Inventions means any invention, discovery, idea, development, process, plan, design, formula, specification, program, or other matter or work whatsoever, including all improvements made to any matter or work.

As an employee of the **Pioneer College**, you acknowledge and agree that the Confidential Information is, and always remains, the exclusive property of the **Pioneer College** and that you shall at no time have, and must not assert, any proprietary or intellectual interest or right in the Confidential Information.

A breach of these obligations of confidentiality by any employee of the **Pioneer College** shall be regarded by the Pioneer College as serious misconduct and the **Pioneer College** reserves the right, if you commit such breach, to commence disciplinary action or terminate your employment without notice.

If you have any questions, please contact Pioneer College via info@pioneercollege.edu.et Or **+251 113 852 903 / +251 113 851 451**.