

**SIGMA ELECTRIC MANUFACTURING CORPORATION PVT LTD.  
NON DISCLOSURE POLICY**

**PURPOSE:**

The purpose of this policy is to create awareness among the employees of SIGMA ELECTRIC MANUFACTURING CORPORATION PVT LTD ("SIGMA") about the importance, criticality & maintaining the confidentiality of proprietary and confidential information of SIGMA as described herein. With effective implementation of this policy the intent is to protect organizational & business interests.

**SCOPE:**

This policy applies to all employees, including Probationers & Trainees in Staff & Associates category at SIGMA.

**POLICY:**

The protection of confidential business information and trade secrets is vital to the interests and the success of SIGMA. Examples of confidential information include, but are not limited to, the following examples:

Customer Lists, Financial Information, Pending Projects or Proposals, Pricing / Costing and Other Employee Compensation Data, Any data or information relating to business information, strategies, list of present or potential clients, equipment, software, designs, marketing plans, pricing information, processes, ideas, inventions (whether patentable or not), schematics and other technical business, models, design, performance specifications, concepts, progress reports and the like employed by SIGMA in the operation and development of its business or otherwise.

Such confidential information may be in writing, or presented electronically, orally or visually, in readable form whether on floppy diskettes, compact discs, magnetic media or in any form whatsoever, and stored in any medium.

In the course of your work you may acquire or have access to confidential information and it is a condition of your employment that you treat this as the property of SIGMA and refrain from disclosing it to any unauthorized person (s) under any circumstances without SIGMA's prior written permission in this behalf.

You shall not disclose, part with possession of or remove confidential information, now or at any time in future, whether during your employment or thereafter at any time, to any person(s) (except to those authorized by SIGMA).

You are hereby prohibited from using, for your own purpose or for any purpose other than for SIGMA's purposes, any private, confidential or secret information, know-how, writings, records, notes, letters, drawings, plans or any other data

belonging to SIGMA, which you may have obtained or come across by virtue of your employment with SIGMA.

Breach of this policy will attract appropriate disciplinary action.

SIGMA reserves the right to modify or amend this policy at any time as it may deem necessary.

**NDPv. 2**  
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