

# First Class HR Solutions

## Confidentiality & Non Disclosure Policy

Effective Date: 1st July 2023 (V2.2)

At First Class HR Solutions we are committed to protecting the confidentiality of our clients business property. All First Class HR Solutions, services are bound by the following.

### Purpose:

At First Class HR Solutions, we understand the importance of maintaining the confidentiality and privacy of sensitive information obtained during our HR consulting engagements. This Confidentiality and Non-Disclosure Policy outlines the guidelines and expectations for all employees, consultants, and contractors to protect the confidential information of our clients, employees, and other stakeholders.

### Scope:

This policy applies to all individuals involved in the provision of HR consulting services at First Class HR Solutions, including employees, consultants, and contractors.

### Confidential Information:

"Confidential Information" refers to any information, data, or materials disclosed or made accessible to First Class HR Solutions during the course of providing services. This includes, but is not limited to:

- Client information, including business strategies, financial data, proprietary processes, intellectual property, trade secrets, and customer lists.
- Employee information, including personal data, employment records, performance evaluations, compensation details, and health-related information.
- Any other information designated as confidential by the client or recognised as sensitive by First Class HR Solutions.

### Obligations:

All individuals associated with First Class HR Solutions are expected to:

- Treat all Confidential Information with the highest degree of care and protect it from unauthorised access, use, or disclosure.
- Use Confidential Information solely for the purposes of providing HR consulting services and as explicitly authorised by the client.
- Limit access to Confidential Information only to those individuals who require it to perform their assigned duties and responsibilities.
- Obtain written consent from the client prior to disclosing or sharing any Confidential Information with third parties, except as required by law or authorised by the client.
- Refrain from using Confidential Information for personal gain or in a manner that may cause harm or detriment to the client or individuals associated with the client.

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Printed copies are uncontrolled documents	Created: June 2023	E: <a href="mailto:admin@firstclasshrsolutions.com.au">admin@firstclasshrsolutions.com.au</a>	ABN: 84 351 191 864

- Comply with all applicable laws, regulations, and contractual obligations related to the protection and handling of confidential information.

**Confidentiality Obligations:**

All individuals (including 3rd Parties operating under the First Class HR Solutions Branding associated with First Class HR Solutions must:

- Sign a separate Confidentiality and Non-Disclosure Agreement before accessing or receiving any Confidential Information.
- Maintain strict confidentiality both during and after the engagement with the client, indefinitely.
- Take reasonable steps to prevent unauthorised access or disclosure of Confidential Information, including implementing appropriate physical, technical, and administrative safeguards.
- Report any suspected or actual breaches of confidentiality immediately to the designated point of contact within First Class HR Solutions, currently this is the Founder of the business.

**Non-Disclosure Agreement:**

All individuals associated with First Class HR Solutions are required to sign a separate Non-Disclosure Agreement (NDA) that specifies their obligations and responsibilities regarding the protection of confidential information. The NDA is a legally binding agreement and supplements the provisions outlined in this policy.

**Consequences of Non-Compliance:**

Failure to comply with this Confidentiality and Non-Disclosure Policy may result in disciplinary action, up to and including termination of employment or contractual relationship. First Class HR Solutions reserves the right to pursue legal remedies for any unauthorised use or disclosure of Confidential Information that causes harm or damages the interests of the client or First Class HR Solutions.

**Policy Review:**

This policy will be reviewed periodically to ensure its continued relevance and compliance with applicable laws and regulations. Any updates or revisions to this policy will be communicated to all individuals associated with First Class HR Solutions.

By accepting employment or engaging in a consulting relationship with First Class HR Solutions, individuals acknowledge that they have read, understood, and agreed to comply with the terms of this Confidentiality and Non-Disclosure Policy.

Please sign the attached Confidentiality and Non-Disclosure Agreement to indicate your understanding and acceptance of these obligations.

**Contact Us:**

If you have any questions, comments, or concerns about this Privacy Policy or our data handling practices, please contact us at;

Attn: Business Owner

Email: [admin@firstclasshrsolutions.com.au](mailto:admin@firstclasshrsolutions.com.au)

Address: Ground Floor, 470 St Kilda Rd, Melbourne, Victoria, 3004

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