



Complete Building Services
(S.A) Pty Ltd

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PRIVACY IN THE WORKPLACE POLICY

This policy made effective on 14 April 2023, is legally and specifically created for Complete Building Services Pty. Ltd. to establish rules, regulations and guidelines to privacy within Complete Building Services Pty. Ltd.

A. SCOPE AND POLICY

This Privacy in the Workplace Policy is applicable to all employees and staff members of Complete Building Services Pty. Ltd. Who have been hired and employed from 14 April 2023 onwards.

B. PRIVATE INFORMATION AND PROPERTY

The following are considered to be private information and property of Complete Building Services Pty. Ltd:

1. Company files, document and papers
2. Customer lists
3. Transaction receipts
4. Accounting books (published and unpublished)
5. Money
6. Patents, blueprints and formulae for future products or services
7. Pricing lists
8. Graphs, charts, forecasts and other data presentations
9. Company databases and software
10. Company hardware
11. Others (Please specify)

All employees and staff members acknowledge and accept all of the aforementioned are strictly and solely considered as private property of the company only and that any employee will not possess such private information and property for his own personal gain or benefit and without acknowledgement of the company.

C. HANDLING OF PRIVATE INFORMATION AND PROPERTY

It is the priority of the employee of the company to uphold any and all private information and property with utmost confidence. In no matter or form will the employee disseminate any private information or property, in part or in whole, to another employee, a third party, a family member, a business competitor or any other individual who is not a part of or is in direct competition with Complete Building Services Pty. Ltd.

Proper handling of the private information and property shall include the following:

1. Storing company files, documents and papers in the appropriate filing storage cabinets.
2. Ensuring that all electronic files on computers and other company databases are backed up and are properly stored.