



TEKSER TOURISM AND TRAVEL INC. CONFIDENTIAL INFORMATION DECLARATION AND UNDERSTANDING AGREEMENT FOR EMPLOYEES

STATEMENT OF AGREEMENT

This Agreement concerns confidential business high risk confidential information not generally known in the public domain, which is acquired or produced by me in connection with my employment by Tekser Tourism and Travel Inc.

Confidential Information may include, without limitation, information regarding companies / organizations, clients, other employees, finance, marketing, files, business agreements, passwords and other computer information, as well as information that Tekser Tourism and Travel Inc. receives from others under an obligation of confidentiality.

I agree to abide by Tekser Tourism and Travel Inc. Confidential Information Policy and to:

- a) only use such information in the performance of Tekser Travel and Tourism duties;
- b) to hold such information in confidence and trust; and
- c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Tekser Tourism and Travel Inc.

I further agree that any organizational information or staffing information learned by me in connection with my employment is Confidential Information, and I agree that I will not share such information with any recruiters or any other employers or third parties, either during or subsequent to my employment with Tekser Travel and Tourism Inc; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Tekser Tourism and Travel Inc. employees away from Tekser Tourism (either for myself or for others).

Summary

All employees are responsible for protecting Tekser Tourism and Travel confidential information from unauthorized disclosure whether internal or external, deliberate or accidental. Employees and others acting on behalf of Tekser Tourism and Travel must know:

- The information classification of High Risk Confidential Information and Business Confidential Information.
- The security precautions that apply to all information held by Tekser Tourism and Travel Inc.
- How long to retain confidential information in all forms of its media, and how to properly dispose of it.

It is the policy of Tekser Tourism and Travel to only use legal and ethical means to collect business or market information to better understand; markets, customers and competitors. Under no circumstances will and Employee collect or use another party's confidential information without that party's written consent and permission.

What This Means in Practical Terms:

- Protect information regardless of the media in which the information is conveyed (e.g., printed, electronic files, e-mail, verbal conversation).
- Protect confidential information at each stage and through the entire life cycle of the information--from creation, storage, use, transmittal, retention to disposal.
- Contact your Department and/or General Manager if you need help determining whether certain information is confidential.
- Use standard written, signed confidential disclosure agreements before disclosing confidential information to a third party for whatever reason. Confidential disclosure agreements must be signed by the General Manager or Department manager as designated by the General Manager.
- Confirm identification and question actions of any person unknown or unauthorized to be in your work area who are seen to be trying to access business information.
- Retain all information for a limited period of time in accordance with guidelines on Destruction and Disposal. If you are required to archive information confirm how and for how long with your Department Manager and head of Finance if required under local law for accountancy record archiving
- Promptly report any actual or suspected unauthorized access or breach of the Confidential Information Policy to your Department Manager or if appropriate the General Manager.
- As Tekser Tourism and Travel Inc. does not release confidential information without an appropriate confidential disclosure agreement, do not accept another party's confidential information without a written, signed confidential disclosure agreement. Confidential disclosure agreements must be signed by a General Manager or Department Manager as designated by the General Manager.

DO NOT

- Share or discuss confidential information with friends or family.
- Talk about confidential information in public places, such as elevators, airplanes or restaurants, where you can be overheard.
- Leave confidential information unattended on your desk, within public areas, etc.
- Copy confidential information onto non-company approved computers or systems.
- Use flash drives or 'memory sticks' to copy and carry confidential information.

- Disclose confidential information to anyone outside the company who does not have a confidential disclosure agreement protecting that information.
- Use third party confidential information that has knowingly been obtained illegally or unethically.

Employee Name:.....

Employee Title:.....

Employee Signature:.....

Date:.....