

# ARCIS

## Confidentiality Policy

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### **ARCIS e Services Pvt. Ltd.**

415, Udyog Vihar, Phase – III, Gurgaon – 122 016, Haryana, India  
Tel.: + 91 – 124 – 239 8392-93, Fax.: + 91 – 124 – 400 1901, Visit us: [www.arcisindia.com](http://www.arcisindia.com)

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**Confidentiality****Objective**

1. To ensure that documents, records and discussions are limited to essential persons only.

**Eligibility**

2. All employees of the Company are covered under this policy.

**Procedure**

3. All employees on joining the Company will have to give a declaration agreeing to abide by the confidentiality clause.
4. Any employee, who has reason to believe that the confidentiality of the organisation is being violated, shall be responsible to immediately bring it to the notice of the reporting officer or Department head. Failure to do so will be deemed to be an act of misconduct.
5. All employees will ensure the safekeeping of all official documents, records or notes in whatever manner (including matter stored in computer memory) for which they are responsible.
6. Whatever files, floppies, tapes or documents are transported outside the office, employees will ensure that these are in safe custody at all times.
7. Whenever there is a handover of responsibility, the transfer of documents or other material should be documented.
8. Special attention should be given to open means of communication such as telephonic conversation on open lines, fax messages etc. Suitable codes should be used to avoid loss of confidentiality where required.
9. Breach of confidentiality leading to the leak of any sensitive information may lead to the termination of the concerned employee, if he is proved responsible for such breach.

**General**

10. The discipline of confidentiality is best when it is self-imposed. Therefore, the attempts of the organisation will be to make people aware of lack of confidentiality or indiscretions rather than impose penalties.
11. However, where there is prima facie evidence that there was a deliberate attempt to disregard confidentiality, or where lack of

confidentiality has caused or is likely to cause damage to the organisation, appropriate punishment may be awarded.

12. While emphasising on confidentiality, there will be no intent to suppress thinking or speech or writing in any manner, which is an expression of the individuality of an employee and does not affect the organisation in any manner. The Company will judge whether any speech or writing is against the interest of the organisation.

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