

CARGO HANDLING CORPORATION LIMITED

NON-DISCLOSURE POLICY

1. Purpose

The purpose of this policy is to protect confidential information, including personal data of individuals collected, processed, or accessed by the Company during its operations and to ensure its non-disclosure by the Employee.

2. Confidential Information

“Confidential Information” refers to any information **provided in oral, written, electronic, graphic or any other format**, technical data, trade secrets, know-how, customer information, business strategies, financial information, employee information, Personal Data, marketing plans, or any other proprietary information related to the business of the Company that is designated as confidential or that should reasonably be understood to be confidential given the nature of the information and the circumstances of disclosure.

All confidential information shall remain the property of the Company.

3. Personal Data

"Personal Data" refers to any information relating to an identified or identifiable natural person that is collected, processed, or accessed by the Company, including but not limited to:

- a. Employee records, including contact information, employment history, and performance evaluations.
- b. Customer or client information, such as names, addresses, phone numbers, and transaction details.
- c. Confidential medical or health information.
- d. Financial information, including bank account details and salary information.
- e. Any other information protected by applicable privacy laws and regulations.

4. Obligations of the Employee

- a. Employee acknowledges that the Personal Data is confidential and shall be treated as such. Employee agrees to maintain the confidentiality of the Personal Data and

CARGO HANDLING CORPORATION LIMITED

refrain from disclosing, directly or indirectly, any Personal Data to any third party, unless required in the course of their duties and authorized by the Company.

- b. Employee shall use the Confidential Information solely for the purpose of performing their duties and responsibilities within the scope of their employment with the Company.
- c. Employee agrees to take all measures as he/she may have been instructed to take, and all measures that may be reasonably expected of him, to protect the Confidential Information, including but not limited to safeguarding physical documents, using secure digital storage, and exercising caution when discussing Confidential Information in public or in the presence of unauthorized individuals.
- d. Employee shall not copy, reproduce, modify, or distribute the Confidential Information without the prior written consent of the Company.
- e. Employee shall comply with all applicable privacy laws and regulations when handling Personal Data.
- f. Upon termination of employment with the Company, Employee shall return to the Company all materials and documents containing or relating to Confidential Information, including any copies or extracts thereof, and delete or destroy any digital files or information.
- g. **Employee acknowledges that the premises of the Company are equipped with CCTV cameras and that CCTV is used for maintaining safety, the security of property and premises and for preventing and investigating crime and safety related incidents. Employee agrees that CCTV may also be used to ensure the safety of employees, clients, visitors and contractors to monitor employees' conduct.**
- h. **Employee agrees that any office equipment (as defined below) provided by the Company is the property of the Company.**

CARGO HANDLING CORPORATION LIMITED

- i. Office Equipment means electronic devices including, but not limited, desktop computers, laptop computers, monitors, printers, fax machines, scanners, copiers, servers, emails and access to emails, telephones and mobile phones, and all other such equipment, devices, networks and facilities.
- j. **Employee agrees that any office equipment provided by the Company shall be used for business purposes only and in conjunction with the Company's activities.**
- k. **Employee acknowledges that the obligation to maintain confidentiality and the safety of confidential data continues even after an employee's employment with the Company ends and continues for as long as such confidential data stays a commercial secret.**

5. Social Media Obligations and Policy

- (a) Employee agrees not to disclose any Confidential Information and Personal Data, about the Company, its clients, employees, board members, agents, préposés, partners, or any sensitive business matters on any social media platform, including but not limited to, Facebook, Twitter, LinkedIn, Instagram, or any other similar platform.
- (b) **Employee agrees not to use social media to defame or disparage the Company, its employees, directors, officers, préposés and agents, or any third party; to harass, bully or unlawfully discriminate against employees or any third parties; to make false or misleading statements; to directly or indirectly make derogatory comments or use offensive or inappropriate language in any social media communication; or to impersonate colleagues or third parties.**

6. Exceptions

Employee's obligations under clauses 4 and 5, as well as the term Confidential Information shall be deemed to exclude any information which the Employee can prove:

CARGO HANDLING CORPORATION LIMITED

- a. Is accessible to the public or otherwise in the public domain other than through any breach of this **policy** or any other obligations of confidentiality on the Employee
- b. **is required by law, regulation or order of a court of competent jurisdiction to be disclosed provided that the Employee will immediately notify the Company in writing of any request or requirement for such disclosure and of all relevant surrounding circumstances to allow the Company an opportunity to seek a protective order or take other appropriate actions.**

7. Remedies

Employee acknowledges that any unauthorized use or disclosure of Personal Data may cause irreparable harm to the Company and the individuals concerned. In the event of a breach or threatened breach of this **policy**, the Company shall be entitled to seek injunctive relief and any other remedies available at law or in equity.

8. Governing Law and Jurisdiction

This policy shall be governed by and construed in accordance with the laws of Mauritius. Any disputes arising out of or in connection with this Agreement shall be subject to the exclusive jurisdiction of the courts of Mauritius.

9. Severability

If any provision of this policy is found to be invalid, illegal, or unenforceable, **the unenforceable provisions shall be severed**. The remaining provisions shall remain in full force and effect.

Approved by the Board of Directors of the Cargo Handling Corporation Ltd on 4 December 2025