

At Awaken Energy, we are committed to maintaining the confidentiality of sensitive business, employee, and customer information. This policy outlines the responsibilities of employees in handling confidential information and the measures in place to protect it.

This policy applies to all employees, contractors, and stakeholders who have access to confidential information during their work with Awaken Energy. It covers all forms of communication, including verbal, written, electronic, and digital records.

Definition of Confidential Information

Confidential information includes, but is not limited to:

- Business strategies, financial data, and internal reports.
- Customer and client records, including personal and financial details.
- Employee records, including payroll, performance, and personal details.
- Trade secrets, proprietary processes, and intellectual property.
- Any information marked as confidential or deemed sensitive by the company.

Responsibilities of Employees

- Employees must not disclose, share, or discuss confidential information with unauthorised individuals.
- Confidential information must only be accessed when necessary for work-related purposes.
- Employees must take reasonable steps to protect sensitive data, including securing files, using password protection, and ensuring safe digital communication.
- All documents and data must be disposed of securely when no longer needed.
- Employees must report any suspected or actual breaches of confidentiality immediately.

Handling and Storage of Confidential Information

- Paper documents must be kept in locked cabinets or secure storage areas.
- Digital files must be stored in secured and access-controlled systems.
- Emails containing sensitive information must be encrypted when necessary.
- Access to confidential information must be granted on a need-to-know basis only.

Breach of Confidentiality

- Any unauthorised disclosure, misuse, or loss of confidential information will be considered a serious breach of this policy.
- Employees found to have violated confidentiality obligations may face disciplinary action, including termination of employment and potential legal consequences.
- The company will investigate all reported breaches and take necessary corrective actions.

Compliance with Australian Laws and Regulations

This policy aligns with relevant Australian privacy and confidentiality laws, including:

- **Privacy Act 1988 (Cth) and Australian Privacy Principles (APPs)**
- **Fair Work Act 2009 (Cth)**
- **Any other applicable data protection and employment laws**

Confidentiality Agreement

- All employees must sign a confidentiality agreement upon commencement of employment.
- Contractors and third parties handling sensitive information must also agree to confidentiality clauses in their contracts.