

# Confidentiality Policy and Pledge

## NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Any information that an employee, contractor, or associate learns about Logistics Done Right Inc, or its members, customers, or partners, as a result of working for Logistics Done Right Inc that is not otherwise publicly available constitutes confidential information. This policy applies to employees, contractors, or anybody else working with our company.

Employees, contractors, or associates may not disclose confidential information to anyone who does not work with our company, or to anyone who does but doesn't need to know such information in order to do their job.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of Logistics Done Right Inc. The disclosure, distribution, electronic transmission or copying of company's confidential information is prohibited. Such information includes, but is not limited to the following examples:

- Compensation data.
- Program and financial information, including information related to customers, and pending projects and proposals.
- Software specifications, designs, source code, or manuals.
- Training materials, processes, or policies.

Employees, contractors, or associates who disclose confidential company information will be subject to disciplinary action (including possible termination), even if he or she does not actually benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

I understand the above policy and pledge not to disclose confidential information.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_