AXIOM ONE LTD

Client Confidentiality Policy

1. Introduction:

At Axiom One Ltd, we understand the importance of safeguarding the confidentiality of our clients' information. This Client Confidentiality Policy outlines our commitment to maintaining the privacy and confidentiality of client data and information entrusted to us during the course of our business relationships.

2. Scope:

This policy applies to all employees, contractors, and third parties who have access to client information in the course of conducting business on behalf of Axiom One Ltd.

3. Confidential Information Definition:

Confidential information includes, but is not limited to, any non-public information provided by clients or obtained in the course of our business relationship. This may encompass project details, financial information, intellectual property, trade secrets, and any other sensitive information.

4. Duty of Confidentiality:

All employees, contractors, and third parties are obligated to maintain the confidentiality of client information. This duty extends beyond the duration of the business relationship and continues even after the termination of employment or contractual engagement.

5. Access Control:

Access to client information is restricted to individuals who require it for legitimate business purposes. Access permissions are assigned based on job responsibilities, and employees are prohibited from accessing information beyond their authorized scope.

6. Use of Confidential Information:

Confidential client information may only be used for legitimate business purposes and in accordance with the client's instructions. Unauthorized use, disclosure, or sharing of client information is strictly prohibited.

Effective Date: 15th October 2026
Author: Michelle Carr
Section: 1

7. Non-Disclosure Agreements:

When appropriate, Axiom One Ltd may enter into formal non-disclosure agreements (NDAs) with clients to further protect confidential information. Employees are required to adhere to the terms of any such agreements.

8. Information Security:

Axiom One Ltd employs robust information security measures to safeguard client information from unauthorized access, disclosure, alteration, or destruction. This includes secure storage, password protection, encryption, and other industry-standard security practices.

9. Third-Party Confidentiality:

When engaging third-party vendors, subcontractors, or consultants, Axiom One Ltd ensures that they adhere to confidentiality standards consistent with this policy. Contracts and agreements with third parties may include confidentiality clauses.

10. Employee Training:

All employees receive training on the importance of client confidentiality and the specific requirements outlined in this policy. Training is provided upon onboarding and periodically throughout the employment relationship.

11. Reporting Violations:

Any suspected or actual breaches of client confidentiality must be reported immediately to the designated confidentiality officer or through established reporting channels. Whistleblowers will be protected from retaliation.

12. Client Consent:

Axiom One Ltd will obtain explicit consent from clients before sharing their information with external parties, except where required by law or for legitimate business purposes.

13. Policy Review:

This policy will be reviewed periodically to ensure its relevance and effectiveness. Updates may be made to reflect changes in legal requirements, industry standards, or business practices.

14. Consequences of Violations:

Violations of this Client Confidentiality Policy may result in disciplinary action, up to and including termination of employment or contractual relationship. Legal action may be pursued in cases of severe breaches.

By adhering to this Client Confidentiality Policy, Axiom One Ltd demonstrates its commitment to upholding the trust and privacy of our clients and maintaining the highest standards of confidentiality in all business dealings.