HYBRIDAN

YOUR PARTNER FOR GROWTH

Policies and Procedures



Confidentiality Policy and Procedure

Approved by: Managing Director / CEO

Revision Number: 2

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1. Introduction/Overview

Hybridan LLP is committed to creating an open and collaborative workplace. However, confidentiality is an important part of maintaining the integrity of Hybridan's strategy and ensuring the implementation of business plans. All employees, as well as contractors and third parties working for Hybridan LLP, are expected to maintain high levels of confidentiality where appropriate in order to protect the interests of the Company and our employees.

2. Scope

This policy applies to all Hybridan LLP employees whose registered address is 2 Jardine House, The Harrovian Business Village, Bessborough Road, Harrow, Middlesex, HA1 3EX. Where an employee, contractor, or third party works remotely, but comes under this management structure, this policy will apply.

This policy does not form part of our contracts of employment and the Company may amend or depart from it without any consent at any time.

3. Policy

We are required to keep confidential certain information relating to the business affairs of Hybridan LLP, its subsidiaries and related third parties. The information that is required to be kept confidential ("Confidential Information") may include (but is not limited to):

- Processes, techniques, or methods;
- Specifications;
- Developments;
- Records;
- Formulae;
- Prices;
- Financial and accounting information
- Employee remuneration (salary and bonus) information and/or personal information relating to employee conditions of employment;
- Technical, sales and marketing information;
- Customer, client and supplier details and information, this can be an issuer that is a listed or quoted company, or a private unlisted company or an investor;
- Computer programs, files, procedure, and reference manuals and;
- Any other information communicated to you in circumstances where it is evident that such information is confidential.

You must refer to our contracts of employment which contains important information on confidentiality and our duties to the Company in this area. Failure to comply with these terms and conditions may result in Disciplinary action.

We must not unless required by force of law or specifically authorised by the Company:-

- Directly or indirectly disclose or divulge the Confidential Information to any person;
- Modify or copy the Confidential Information unless requested to do so by Hybridan LLP;

- Use the Confidential Information except in the manner directed by Hybridan LLP. In particular, we must not use the Confidential Information for our own benefit or the benefit of another party;
- Make any notes or memoranda in relation to the Confidential Information other than in the course of performing the duties or otherwise for the benefit of Hybridan LLP and;
- Undertake any external communication of any kind at all, whether in relation to Confidential Information or more generally including but not limited to speaking with the press or presenting at external seminars or conferences), without the expressed authorisation of Hybridan LLP.

Hybridan agrees to keep confidential all information which it may receive concerning an issuer that is a listed or quoted company, or a private unlisted company in the course of an engagement, and use such information solely for the purposes of the engagement and not to disclose the same otherwise than as contemplated by the engagement or as it may be authorised in writing to do by the Company. This undertaking shall not apply to any information which is or comes into the public domain or is required to be disclosed by Hybridan (or any of its affiliates) by law, any court of competent jurisdiction or any competent, judicial, governmental or regulatory body.

We are expected to take all reasonable measures to protect and preserve the Confidential Information against unauthorised disclosure or use and in particular to take all practical steps to ensure that only those persons who are authorised by Hybridan LLP are given access to such Confidential Information.

If we have reason to believe that a colleague may be breaching confidentiality, or planning to do so, we are expected to report that suspicion as soon as possible to the Manager or member of the Board.

Where confidential information, which contained personal data, was stolen/lost or mishandled then this must be reported to the designated Data Protection contact, as this is classified as a data breach and therefore, must be handled in line with the breach notification procedure.

On termination of employment for any reason or at any other time, at Hybridan LLP request, an employee must immediately deliver to Hybridan LLP or (if requested by Hybridan LLP) destroy any and all copies of documents, files, manuals or other materials in their possession or control which contain the whole or any part of the Confidential Information.

Failure to comply with the above obligations to protect and preserve the Confidential Information or to disclose inventions, discoveries, ideas or original works to Hybridan LLP may result in disciplinary action and may also entitle Hybridan LLP to take legal action against the employee for breach of these obligations.