



Confidentiality Policy

Introduction

During the course of your employment, you will have access to and knowledge of Metaverse VR (MVR) confidential information and commercially sensitive data.

Disclosure of any of this confidential information and/or trade secrets could have serious financial consequences and/or create serious competitive disadvantages for us as an organisation. There may be material damage, financial or otherwise, deliberate or otherwise, to our legitimate business interest.

Under our “Confidentiality Policy”, you are required to keep secret and shall not at any time, either during employment or post-employment, use, communicate or reveal to any person any trade secret or confidential information relating to MVR or any associated company.

Please ensure you fully understand the confidentiality agreements you signed up to upon joining MVR, as well as our “Data Protection Policy”, so you can act in accordance with these at all times. Any breach of these policies will be dealt with under our “Disciplinary Policy and Procedure” and could result in your dismissal dependedent upon the seriousness of the breach(es).

Scope

Confidential or commercially sensitive information, for the purpose of this policy, includes:

- Systems, techniques or know how of our suppliers or customers as they exist from time to time;
- Systems, designs and other computer technology, software specifications, documentation, product lists, customer lists, research and development, formulae or formulations, costings, profit margins, discounts and other financial information;
- Current business activities, including past, present and future plans relating to all or any development, production or sales including the timing of all or any such matters, the development of new products, production or design secrets;
- Technical design or specifications of our products and services or any associated company;
- Organisation pricing, credit policies, credit procedures, payment policies, payment procedures and systems, details of our clients and customers or prospective clients and customers, and
- Any other information which is notified to you during the course of your employment as being confidential or secret, or is received or obtained by you in confidential circumstances.

The restrictions under the terms of this “Confidentiality Policy” shall not apply to:

- Any disclosure or use of information MVR or any associated company has expressly authorised, or as required in the ordinary and proper course of your employment or as required by a court or tribunal of competent jurisdiction or as required by a relevant regulatory authority;
- Information already in the public domain not as a result of a breach of this policy or breach of an equivalent provision or other unlawful act (whether done by you personally or by an agent, whether on your own account or for or in association with any other person or by any other MVR employee or any associated company), and
- Disclosures made in accordance with the Public Interest Disclosure Act 1998, as amended, where the disclosure is classed as a qualifying disclosure.

Documentation generated during your Employment

All documentation generated during your employment with us, including notes, memoranda, records and writings that relate to MVR and our business activities, or any associated company, shall remain our property or that of the associated company to whose business they may relate.

On termination of your employment, for any reason, you shall immediately return all books, documents, original papers, copy papers, materials and other property belonging to MVR (or any associated company) to your line manager.

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