

 Halal Assurance & Quality GREECE	Halal Assurance & Quality Greece شركة ضمان الحلال والجودة باليونان Halal Certification Company	Document #	HAQGR P2
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CONFIDENTIALITY POLICY

We at **Halal Assurance and Quality Greece** value as non-disclosable all the information we access during our halal audit procedures. For this reason, we have formulated this confidentiality policy that all our staff, auditors and external partners will always follow, in order to ensure that nothing will be disclosed to any third party.

This policy covers all different information of all sort that may be gathered, indicatively but not only sales figures, prices, procedures, recipes, ingredients and suppliers, equipment used and any other information regarding each client to be audited.

In implementing the policy, the further actions are taken:

1. Information will be disclosed only for the reason of completing the project for which HAQ Greece is contracted from its client to do and only to people that are directly related to this project.
2. All staff, auditors and external partners that will be used in projects related to clients, will have to sign a Non-Disclosure Agreement (NDA), which is in Appendix 1 of this policy. This NDA will only be signed once and will cover all the relevant projects that each person will be employed for.
3. A special confidentiality clause will be introduced to all the Halal Offer documents that will be send to our clients, in order to also ensure the mutual confidential handling of all the information received by either party. This clause is to be found in Appendix ii of this policy.

Date

24-03-2021

Signature

Mohamed Abdeltawab

