



## Confidentiality/Privacy Policy

All QRS employees, sub-contractors and board members are bound by ethical and legal codes to protect the confidentiality and privacy of our clients and QRS as an organisation, this includes:

- All QRS intellectual property and documents.
- All information relating to clients and stakeholders.
- All activities undertaken by QRS staff and sub-contractors at all QRS worksites.

QRS is committed to maintaining the confidentiality between ourselves and our clients by ensuring all information is securely stored, and any dissemination of information is accurate, accountable, and approved.

In accordance with this commitment, QRS will undertake the following:

- All client and stakeholder information and documentation will be securely stored by QRS.

Staff shall not:

- Use confidential information for any personal benefit or profit.
- Disclose confidential information to anyone outside of QRS.
- Replicate confidential documents and files and store them on insecure devices.
- When employees stop working for our company, they are obliged to return any confidential files and delete them from their personal devices.

When using social media or related applications employees of QRS must not:

- Publish or upload videos and/or photos of QRS work sites and staff at work without the express permission of the CEO.
- Make comments that can be interpreted as demeaning or inflammatory about QRS, The Shareholder, Stakeholders, and all staff undertaking activities for QRS.

Jeremy Harker  
Chief Executive Officer  
September 2024