

# Trade Secret (Confidentiality & IP Security)

## Introduction

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Proprietary information of GlobalLogic and / or of any third party engaging in business with GlobalLogic is confidential. Our employees and representatives must not disclose and must undertake protective measures to guard the intellectual property, secrecy of trade secrets and confidentiality of information of GlobalLogic and third parties at all times.

## Definitions

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Please note that “**proprietary information**” may comprehend and refer depending on the circumstances to:

**Intellectual Property (IP)** - patents, trademarks, copyrights and other rights associated with ideas, inventions and works of authorship.

**Trade Secret** - information or any other material that is maintained as a secret and not generally known, is either commercialized or of some value and has a certain degree of particularity or concreteness. A value of a trade secret relies on confidentiality; if its secrecy is reasonably protected its owner is entitled to certain legal remedies in the event of its disclosure.

**Confidential Information** - any information that a person would regard as confidential or proprietary under circumstances of disclosure and that is not generally known to the public.

**Proprietary information** examples include without limitation, all materials and/ or information relating to GlobalLogic or a third party's products, services, trade secrets, technical information, marketing plans, recruitment processes, customers, personnel information, financial data, proprietary information, business forecasts and strategies, transactions, computer programs, manuals, source code, object code, technical drawings and algorithms, supplier or potential supplier names, customer or potential customer names, business contacts, know how, formulas, methods of doing business, proprietary processes, ideas, inventions, (whether patentable or not), schematics, product development plans, forecasts, strategies and other technical and/or business information.

## Measures to prevent improper use and/or disclosure of proprietary information

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GlobalLogic adopts protective measures to prevent improper use and / or disclosure of GlobalLogic and third parties proprietary information by implementing restricting access to secure areas; procuring IP

assignments, non-disclosure, non-solicitation and non-compete obligations with its employees, contractors and/or third parties; making trainings available to all its employees; using password-protected access (VPN, encryption, firewalls, etc.); restricting the use of external hard drives or other outside media for downloading information; securing electronic media in which the sensitive materials and / or information is stored, among others.

All GlobalLogic personnel who have access to proprietary information in connection with the relationship with GlobalLogic is responsible for maintaining and ensuring that such information is not used and /or disclosed in violation of GlobalLogic policies or practices. Protecting all of GlobalLogic's assets, including proprietary information entrusted to you by clients, vendors and suppliers, is very important. Their loss, theft or misuse jeopardizes their value and can impose liabilities to GlobalLogic.

GlobalLogic personnel must restrict and / or condition any access to proprietary information of GlobalLogic and third parties', and only use information that is entrusted in connection with their jobs for a legitimate business purpose. In no case GlobalLogic personnel shall disclose information entrusted in connection with their roles at GlobalLogic to a person outside the company - close friends and family members, competitors, our clients' competitors or former employees who leave to work for a competitor or develop a competing enterprise, etc.- or internally to another employee -in particular to a person who seeks employment with a competitor, or are induced to work for a competitor, etc.- if there is not legitimate business reason. As a rule, GlobalLogic personnel must never use proprietary information and data entrusted in connection with their roles at GlobalLogic at any time for personal gain.

Infringements, misappropriation, or improper disclosure or proprietary information of GlobalLogic and third parties are subject to disciplinary action, up to and including dismissal. Third parties who violate this policy are subject to termination of all commercial relationships with GlobalLogic.

Confidentiality obligations of every employee continue even after termination of employment with GlobalLogic and a breach of this obligation is legally enforceable in all countries where GlobalLogic currently conducts its business.

In the event you become suspect or aware of any infringements, misappropriation, or improper disclosure of proprietary information immediately raise your concerns to [globallogic.com/hotline](https://globallogic.com/hotline)

Please note, any action taken against an employee who voluntarily reports his /her concerns or provides information in any subsequent investigation of reported concerns is against the law. Refer to our policy "Prohibition Against Retaliation" for more information.

## Channels for reporting concerns at GlobalLogic

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Please note, any action taken against an employee who voluntarily reports his /her concerns or provides information in any subsequent investigation of reported concerns is against the law. Refer to the Hitachi Group Code of Ethics and Business Conduct for more information.

# Change History

Revision	Change Description	Valid Date	Approver
1.0	Initial release	Jan 02, 2018	Rich Gray, General Counsel
2.0	Update of reporting channels	Aug 23, 2023	Kamila Koszewicz-Grzeszczak, VP Global Compliance & EMEA Legal
3.0	Update of reporting channels	Jan 4, 2024	Kamila Koszewicz-Grzeszczak, VP Global Compliance & EMEA Legal