

ANNEX 4: CONFIDENTIALITY CLAUSE

Confidentiality Clause

I, the undersigned:

.....

(name, surname of the declarant)

hereby commit to:

- 1) keeping confidential any information that could identify the whistleblower, witnesses, the person concerned by the report, the alleged perpetrator, and other individuals mentioned in the report, obtained in connection with or on the occasion of fulfilling the obligations arising from the “Procedure for Making Internal Reports and Taking Follow-up Actions in SoftKraft Sp. z o.o.”;
- 2) maintaining the confidentiality of the circumstances of the breach of law;
- 3) securing and storing the obtained information in any form to prevent unauthorized access;
- 4) using the information in a manner that prevents loss of control or access to the information;
- 5) informing SoftKraft Sp. z o. o. of any case of information disclosure immediately upon becoming aware of such a breach and remedying any damages incurred based on legal provisions.

I am aware that actions contrary to the above commitments may constitute a breach of criminal law, the Personal Data Protection Act, other applicable legal regulations, and may also give rise to liability for damages. I have been informed that in the event of a breach of the confidentiality clause, SoftKraft Sp. z o. o. will be entitled to seek compensation for damages resulting from the breach of the Clause under general legal principles.

I am aware that after the termination or expiration of the employment contract or civil contract connecting me with SoftKraft Sp. z o.o., the obligation to maintain the confidentiality of the provided information continues unless such information becomes publicly known.

Maintaining confidentiality means that such information may only be disclosed in cases provided for by law.

date and place

signature