



CONFIDENTIALITY AGREEMENT

All associates working with Jill Webb Training (JWT) are required to comply with the following obligations under this agreement:

- Not to divulge any confidential information relating to the provision of services other than to persons who have signed an undertaking in a form approved by JWT. This applies during the contact duration and thereafter
- During the course of work for JWT, an associate may be part of, over hear or make observations around sensitive matters. Where appropriate, this should be dealt with in line with the relevant policy eg Safeguarding. Otherwise utmost discretion must be exercised at all times
- Not to advertise, promote or enter into any publicity, which includes reference to JWT or the commissioned work of its clients, without the express permission of Jill Webb in writing
- Not to promote the individuals own business interest without the specific written permission from Jill Webb
- Not to sub-contract any of the duties or obligations identified under the contract for the agreed work without specific written permission from Jill Webb
- Not to cause or allow any circumstance which may damage or compromise the Intellectual Property of JWT or its title, or assist or allow others to do so
- To maintain at their own cost, (if appropriate) a comprehensive policy of insurance to cover the public and professional liability of the contractor in respect of any or default for which they may become liable to indemnify JWT under the terms of this agreement

This policy will be reviewed every three years or earlier if a change in legislation, working practices or feedback from clients or partners necessitates.

This policy was reviewed and updated in August 2023.