



## Non-Disclosure Agreement (NDA) Policy

### Introduction

At Prism Industries Pvt Ltd, we place a high value on confidentiality, trust, and protecting proprietary information. As a global leader in the pharmaceutical industry, with a diverse range of products including nicotine-based formulations, quinine, hyoscine, lumefantrine, and artemether, we are acutely aware of the sensitivity and significance of our intellectual property, trade secrets, business strategies, and research and development data.

We recognize that our competitive edge in the industry is largely driven by our ability to innovate, maintain confidentiality, and protect sensitive information from unauthorized disclosure. This Non-Disclosure Agreement (NDA) Policy is designed to ensure that employees, contractors, business partners, and any other parties who have access to confidential information understand their responsibilities regarding the protection of such information and the legal obligations they must adhere to during and after their association with Prism Industries.

The NDA Policy sets forth the guidelines and standards necessary to safeguard proprietary information, ensuring that all relevant parties are aware of their role in preventing unauthorized access, disclosure, or misuse of confidential and sensitive data related to the manufacturing, research, and distribution of products such as nicotine, quinine, hyoscine, lumefantrine, and artemether.

### Scope and Applicability

This NDA Policy applies to all employees, contractors, consultants, temporary staff, business partners, suppliers, and any third parties who have access to confidential and proprietary information in the course of their work with Prism Industries. The policy covers information in various forms, including oral communications, written documents, digital files, designs, formulas, processes, and other proprietary materials related to our pharmaceutical products and operations.

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Specifically, this policy covers, but is not limited to:

- **Research and Development Data:** Formulas, research findings, experimental processes, clinical trial data, and any other data related to the development of new products like nicotine-based formulations, quinine, hyoscine, lumefantrine, and artemether.
- **Trade Secrets:** Any proprietary information that gives Prism Industries a competitive edge, such as manufacturing processes, production techniques, raw material sourcing, and distribution methods.
- **Business Strategies and Plans:** Financial projections, marketing plans, pricing strategies, and customer data that are used to make strategic business decisions.
- **Supplier and Customer Information:** Confidential data shared by suppliers, customers, and other partners, including pricing, contractual terms, and other sensitive commercial data.

The policy ensures that all individuals and organizations working with Prism Industries are legally bound to protect such sensitive information during and after their relationship with the company.

## Objectives of the NDA Policy

1. **Protection of Proprietary Information**  
The primary objective of this NDA Policy is to protect Prism Industries' proprietary information and trade secrets from unauthorized disclosure, theft, or misuse. The policy establishes clear guidelines for safeguarding confidential data in the context of product development, manufacturing processes, research, and business operations.
2. **Ensure Legal Compliance**  
Prism Industries is committed to complying with all relevant intellectual property and data protection laws, both local and international. This policy ensures that employees and business partners understand and comply with these regulations in relation to non-disclosure obligations.
3. **Foster Trust and Confidentiality in Business Relationships**  
Confidentiality is key to the integrity of business relationships. This policy ensures that employees, contractors, and business partners fully understand their role in maintaining confidentiality and trust within these professional relationships, whether dealing with sensitive customer information, proprietary product formulas, or new market strategies.
4. **Mitigate Risks of Intellectual Property Theft and Misuse**  
By setting clear expectations around confidentiality, Prism Industries aims to mitigate risks associated with intellectual property theft, unauthorized sharing of sensitive data, and potential loss of competitive advantage due to leaks or breaches of confidentiality.

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## 5. Clarify Obligations and Consequences

This policy makes clear the legal obligations of employees and business partners regarding the handling and sharing of confidential information, as well as the consequences of breaching confidentiality. We aim to promote a strong culture of responsibility and accountability for safeguarding sensitive data.

## Key Principles of the NDA Policy

### 1. Confidentiality Obligations

All individuals and entities covered by this policy must keep confidential information private and refrain from disclosing it to any third parties, unless authorized by Prism Industries in writing or as required by law. Confidentiality obligations extend beyond the period of employment or contractual relationship.

### 2. Definition of Confidential Information

Confidential information includes all proprietary data related to nicotine-based products, quinine, hyoscine, lumefantrine, and artemether, including but not limited to business strategies, marketing plans, product formulations, research data, manufacturing processes, trade secrets, and any other non-public, confidential material shared with employees or business partners.

### 3. Non-Disclosure During and After Employment

Employees, contractors, consultants, and business partners are bound by the confidentiality agreements both during the term of their relationship with Prism Industries and after it has ended. This policy extends to cover the use and protection of confidential information after an individual's or organization's business relationship with the company has concluded.

### 4. Permitted Disclosures

Employees and contractors are prohibited from disclosing any confidential information to any third party unless explicitly authorized in writing by Prism Industries. Permitted disclosures are only those required by law or regulation (e.g., to comply with government regulations or legal orders), and only after Prism Industries has been notified of such a disclosure requirement.

### 5. Safeguarding Confidential Information

Individuals responsible for handling confidential information must take appropriate steps to safeguard it. This includes physical, digital, and procedural safeguards to ensure that proprietary data is protected from unauthorized access, theft, or accidental disclosure. Employees are required to securely store confidential documents and information and use encryption and secure communication methods when transmitting sensitive data electronically.

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**6. No Unauthorized Copies or Use**

Employees and contractors are prohibited from making unauthorized copies of confidential information. Confidential materials, whether physical or digital, must be handled in accordance with company procedures for document retention, destruction, and protection.

**7. Return or Destruction of Confidential Information**

Upon the termination of employment or the conclusion of a business relationship, all confidential information, including documents, electronic files, and other materials containing proprietary data, must be returned to Prism Industries or destroyed, as directed by the company.

**8. Reporting Breaches of Confidentiality**

Any suspected breaches of confidentiality or non-compliance with this policy must be immediately reported to the designated compliance officer, HR representative, or through the company's whistleblowing system. Prism Industries will investigate any reports of breaches and take appropriate action, including disciplinary measures and legal recourse.

### **Training and Awareness**

**1. Employee Education**

Prism Industries will provide mandatory training to all employees regarding the importance of confidentiality and the obligations outlined in this NDA Policy. This training will include practical guidance on how to handle confidential information, recognize potential breaches, and take appropriate action to protect sensitive data.

**2. Third-Party Partner Training**

Contractors, consultants, and business partners who may have access to confidential information will also undergo training or orientation related to this policy. This will ensure that they understand their obligations and the importance of safeguarding proprietary data related to nicotine, quinine, hyoscine, lumefantrine, and artemether.

### **Enforcement and Consequences of Non-Compliance**

**1. Disciplinary Actions**

Any violation of this NDA Policy will result in immediate disciplinary action, which may include suspension, termination of employment, and legal action. Prism Industries maintains a zero-tolerance policy towards breaches of confidentiality and intellectual property theft.



**2. Legal Action**

In the case of a serious breach of confidentiality, Prism Industries reserves the right to pursue legal action, including seeking damages and other remedies through civil or criminal proceedings as necessary. This applies to both internal employees and external partners or contractors who fail to adhere to their confidentiality obligations.

**3. Retaliation Prohibition**

Prism Industries prohibits any form of retaliation against employees, contractors, or business partners who report violations of this NDA Policy or who cooperate with investigations into breaches of confidentiality.

## **Roles and Responsibilities**

**1. Employees and Contractors**

Employees and contractors are responsible for understanding and adhering to the principles of this NDA Policy. They must ensure that all confidential information is handled securely, reported if there are any concerns, and maintained in accordance with company procedures.

**2. Management**

Managers are responsible for ensuring their teams understand the importance of confidentiality and for enforcing compliance with this policy. They are also responsible for investigating any reported breaches and taking appropriate action to address any violations.

**3. Compliance Officer**

The Compliance Officer at Prism Industries is responsible for overseeing the implementation and enforcement of this NDA Policy. They will conduct regular audits, provide guidance on compliance, and address any concerns or violations that arise.

## **Conclusion**

Prism Industries Pvt Ltd is committed to protecting its intellectual property, trade secrets, and proprietary information related to nicotine, quinine, hyoscine, lumefantrine, and artemether. Through this Non-Disclosure Agreement (NDA) Policy, we ensure that all employees, contractors, and business partners understand the importance of confidentiality and are held accountable for safeguarding sensitive information. By fostering a culture of trust and respect for intellectual property, we continue to maintain our competitive edge in the pharmaceutical industry and protect the interests of our employees, customers, and partners. Through adherence to this policy, we create a secure environment for innovation, growth, and success.

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