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| **Confidentiality agreement****Employer: Hunded Plus Co., Ltd. (hereinafter referred to as the "Company")****Employee: \_\_\_\_\_\_ (hereinafter referred to as the "Employee")****Whereas the Company employs the Employee to provide services, and during the period of employment, the Employee will have access to, come into contact with, or become aware of confidential information deemed by the Company to be confidential or subject to confidentiality obligations to third parties, in order to protect the rights and obligations of both parties and clarify their respective rights and obligations, the parties hereby agree to the following terms for compliance:****The undersigned \_\_\_\_\_ agrees that during the period of employment with the Company starting from \_\_\_\_, the Employee shall not disclose to any third party, whether during or after employment, without the prior written consent of the Company, any confidential information regarding the Company's business, technology, work hours, performance evaluation, promotion, transfer, rewards and penalties, leave, medical care, compensation, termination, retirement, resignation, indemnification, rights, obligations, or any other matters, and shall comply with the Company's rules and regulations, information security policies, and related procedures.****1. Definition of Confidential Information****The term "Confidential Information" referred to in this agreement shall mean any data or information directly or indirectly received, accessed, known, conceived, created, or developed by the Employee during the period of employment with the Company, through the use of the Company's equipment, resources, or by virtue of the employment relationship, or any data or information marked as "confidential" or similar indications, regardless of whether it is in writing or completed, and regardless of whether it is eligible for patent registration or other intellectual property rights.****2. Protection of Confidential Information****The Employee shall maintain the confidentiality of the Company's confidential information and shall not disclose, deliver, inform, transfer, or publish it to any third party or use it for oneself or any third party without the prior written consent of the Company, except as required for the proper performance of the Employee's duties. This obligation shall continue even after the termination of this agreement. If the Employee reproduces, discloses, or delivers any confidential business information or related documents or data of the Company without the Company's consent, the Employee shall bear civil and criminal legal responsibilities and shall accept the Company's disciplinary actions without objection, which shall apply even after the termination of this agreement.****3. Ownership of Copyright****Both parties agree that any works created by the Employee during the period of employment with the Company in relation to the Employee's duties or related to the Employee's duties shall, unless otherwise agreed upon by both parties, be considered as works of authorship by the Company or individuals designated by the Company.****4. Information Security Requirements****In order to implement the Company's information security operations and maintain the confidentiality, integrity, and availability of information and processing equipment, the following guidelines are established:** **1. These guidelines apply to regular employees and interns.** **2. Computers should have startup and system login passwords, activate screen protection programs, and set password protection for 10 minutes.** **3. Computer operating systems and vulnerabilities should be promptly updated and patched.** **4. Computers should have antivirus software installed and regularly update virus definitions.** **5. Personal important data should be placed in designated folders for unified backup by the company's system.** **6. Password setting and usage guidelines:** **6.1 Passwords should include a combination of alphanumeric characters, uppercase and lowercase letters, or special characters, and should avoid using easily guessable or publicly available information.** **6.2 Passwords should have a minimum length of 12 characters; passwords should be changed at least every 6 months, and the reuse of the same password is prohibited.** **6.3 Passwords should not be recorded on paper or posted on personal computers, screens, or other easily accessible places.** **6.4 Passwords should be changed immediately if there are signs indicating possible system and password breaches.** **7. Unauthorized use of password cracking, network monitoring tools, etc., and unauthorized account cracking or disruption of system services are prohibited.** **8. Disclosing any detailed information about the Company's business in any public news groups, forums, or publications is prohibited.** **9. Before disposing of any electronic storage media that have stored Company information, the information on the electronic storage media should be deleted and thoroughly demagnetized or destroyed to the extent that it cannot be read.** **10. When sensitive information (inclusive) or higher-level information on paper is no longer in use, it should be shredded using a paper shredder, and electronic files should be deleted.** **11. Important confidential documents or contracts should be stored and properly maintained in the document management system.** **12. Exercise caution when opening unknown emails and their attachments to prevent computer viruses.** **13. If there are signs indicating possible system infections, report to the IT personnel for assistance.** **14. Prohibited misuse of systems and network resources, copying and downloading illegal software.** **15. Compliance with relevant regulations of the "Personal Data Protection Act" to ensure the legality and confidentiality of the use of personal data.** **16. If the Employee fails to comply with the above provisions or information security policies and procedures, the Employee may be subject to disciplinary actions according to the relevant disciplinary procedures.****5. Termination of the Agreement** **1. In the event that the Employee violates the Company's rules and regulations, the Company may terminate the agreement without any entitlement to compensation from the Employee.** **2. The Employee may unconditionally terminate the agreement if any of the following circumstances arise:** **2.1 Violation of this agreement.** **2.2 Attempting to engage in unlawful or unethical behavior.****6. This agreement shall be effective from the date of signing.****7. Amendment of the Agreement** **After the establishment of this agreement, any additions, deletions, or modifications shall require the written consent of both parties.****8. Supplementary Provisions** **Any matters not covered by this agreement shall be agreed upon by both parties in good faith or handled in accordance with relevant provisions of the Civil Code.****9. Jurisdiction** **Any disputes related to the rights and obligations arising from this agreement shall be subject to the jurisdiction of the court of first instance.****This is to certify that** **Hundred Plus Co., Ltd.** **Undersigned：\_\_\_\_\_\_\_\_\_\_\_\_** **ID Number：\_\_\_\_\_\_\_\_\_\_\_\_\_** **Address：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Telephone：\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_/\_\_\_/\_\_\_** |