

# Confidentiality Policy

The protection of confidential company information and trade secrets is vital to the interests and success of Dome. All such information, whether in hard or soft copy or other format, is properly stored and controlled in line with the Company Quality Management System.

Dome is fully committed to maintaining the confidentiality of Client information and any such information or data is properly stored and, if required, returned to the Client on completion of the contract.

Dome is also committed to maintaining the confidentiality of employee information and does not disclose any personal information to external parties, unless legally obliged to do so, without the prior consent of the concerned employee.

All employees are required to adhere to this policy and any breach of confidentiality is treated seriously.

Signed:



**TALAL ALI DAAIR AL YAFEI**  
Group Managing Director

