

SOLIDENGINEERINGPH.COM

"Power of 3d application"

Confidentiality Policy:

- All data and information provided by client will be dealt strictly confidential and always be treated as sole property of the client.
- Solid Engineering PH agrees that neither itself nor the staff working on the project will consent of the Client. Disclose any information about the project to any third party without the prior.
- Solid Engineering PH further agrees that neither itself nor its staff will reproduce in any way or divulge any tangible or intangible property whatsoever which could reasonably be construed as constituting confidential information of the Client.
- All raw data, directories, print outs, processed data and finalized product will solely be the property of the client. **Upon closure of project, at customer's final approval,** Solid Engineering PH will destroy all raw and processed data.

Security Policy :

The composites of Solid Engineering PH the directed by internal policy and that all the communications that may disclose any confidential data is strictly regulated. Regular checks are carried out to guard against any violation of guidelines.

- Strict Non-Disclosure and Non-Compete Agreements bind all employees
- Entry of unauthorized person in building premises is strictly prohibited
- The document storage area is well protected
- The entry of employee will be restricted to their working area along with time restrictions
- No unauthorized access is allowed in the systems area unless absolutely essential
- Nothing can be taken inside the premises without written permission
- Nothing will be taken out of the premises without written permission
- Each personnel has his own password and access to a given computer/workstation is also restricted
- Responsibilities are strictly defined and so there are no overlapping areas for work