



NON-DISCLOSURE AGREEMENT

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## General rule

The COLLABORATOR undertakes to respect the confidentiality of the information they access as part of their tasks and activities, and for the performance of their duties at ATLS Global SL®

No customer information that is not public knowledge and to which ATLS Global SL® has access may be divulged for the duration of the employment relationship, and shall remain strictly confidential for 20 years thereafter. Under no circumstances will it be published or disclosed by ATLS Global SL® or any of its collaborators, unless expressly authorised in writing by the Customer.

To this end, everyone working for ATLS Global SL® is generally required to comply with this rule, and by signing this document, gives their consent and accepts responsibility.

## Confidentiality obligations

"Confidential Information" will have the meaning:

1. Any content that the COLLABORATOR must translate, correct, proofread, perform DTP on or analyse in any way. This content must be considered to be private and confidential by the COLLABORATOR. The content that is worked on and processed digitally or in any other format by any means, including the machine translation tools external to those of ATLS Global SL®, shall not be copied in full or in part.
2. Any verbal or written communication between ATLS Global SL® and the COLLABORATOR must be undertaken with due confidentiality and cannot be disclosed outside the professional environment of each project to which ATLS Global SL® assigns the COLLABORATOR or to third parties outside the company.
3. After receiving the documentation sent by ATLS Global SL®, the COLLABORATOR may not, under any circumstances, communicate, use or disclose to third parties confidential information relating to the work assigned, that related to the contacts of ATLS Global SL® or any other documentation associated with its business, either in whole nor in part, nor can they allow unauthorised individuals to access it.
4. Similarly, the COLLABORATOR undertakes not to communicate, use or disclose to third parties the confidential information relating to ATLS Global SL® involving the resources made available to the COLLABORATOR, including translation software, machine translation engines, software testing and development methods, quality controls, work system automation, credentials to access the work tools, or its workflow and methodology.
5. The COLLABORATOR undertakes to prevent third parties from using, communicating or disclosing the aforementioned information without the prior express written consent of ATLS Global SL®. If this should happen, they must immediately notify the project manager.
6. If the collaboration between the two parties is terminated for any reason, the COLLABORATOR must return without delay the confidential information and any copies, summaries or extracts of this information obtained over the course of their service provision to ATLS Global SL®.

The COLLABORATOR may occasionally be required to work directly with customers or business partners of ATLS Global SL®, or even be invited to work at the office of said customer or business partner, as part of a job. From the date of signing this Non-Disclosure Agreement until 10 years after the last collaboration with ATLS Global SL®, the COLLABORATOR may not, without the express authorisation of the former, contact or collaborate with these customers or business partners directly unless the activity is arranged through ATLS Global SL®.

The same non-contact obligation will apply if a customer of ATLS Global SL® contacts, approaches, requests or asks the COLLABORATOR for their professional services directly, regardless of the work involved and in any capacity.

In such a situation, the COLLABORATOR must refrain from accepting any request from a customer of ATLS Global SL®, regardless of the way in which this request is made, or its purpose.

In addition, if any customer of ATLS Global SL® directly or indirectly asks the COLLABORATOR to work on a project or collaboration, the COLLABORATOR must immediately inform ATLS Global SL®.

If the COLLABORATOR violates their obligations pursuant to this document, or to the applicable legislation or rules, they shall be held liable for any infringements personally committed by them by paying a fine to ATLS Global SL® as compensation for the losses resulting from said violation. Therefore, the company reserves the right to take legal action against the COLLABORATOR if such a circumstance occurs.

The confidentiality of ATLS Global SL® does not include information that is in or enters the public domain, provided the disclosure of said information is not the result of a breach by the COLLABORATOR.

The collaborator assumes any responsibility for any malicious or negligent breach resulting from their disclosure of any confidential information managed by ATLS Global SL®.