

Confidentiality and Ethics Clause

1. Purpose

This Confidentiality and Ethics Clause forms an integral part of the Special Audit Plan (â€œPlanâ€). It outlines expectations and requirements regarding the confidentiality, security, and ethical handling of information by all participants engaged in the audit process.

2. Confidentiality Obligations

All information, documentation, and data accessed or acquired during the course of the special audit shall be treated as strictly confidential. Such information may not be disclosed, distributed, or otherwise communicated to unauthorized parties without explicit written authorization from the audited entity and/or governing authority.

3. Use of Information

Confidential information shall be used solely for the purpose of conducting the special audit and preparing related reports as mandated by the Plan. No part of the confidential information may be used for personal, commercial, or any other unauthorized purposes.

4. Ethical Conduct

All audit personnel shall adhere to the highest standards of ethics, integrity, and professional behavior as set out by applicable professional guidelines and codes of conduct. Any potential conflicts of interest must be disclosed immediately to the audit supervisor or relevant authority.

5. Return or Destruction of Information

Upon conclusion of the audit or upon request, all confidential materials in any form must be promptly returned to the audited entity or securely destroyed, except where retention is required by law or by prior agreed terms.

6. Breach of Clause

Any violation of this Confidentiality and Ethics Clause may result in disciplinary action, termination of engagement, and/or legal liability under applicable laws and regulations.

Important Notes:

- Ensure all team members acknowledge and sign acceptance of this clause before beginning any audit activity.
- Regular ethics and confidentiality training is recommended for audit team members.
- Document handling protocols should be established and communicated clearly to minimize risk of breaches.
- This clause should be periodically reviewed and updated to remain compliant with latest regulations.
- Consult legal counsel for region-specific requirements relating to data privacy and ethics.