

TITLE I: CODE OF BUSINESS CONDUCT AND ETHICS

ARTICLE IV

INTELLECTUAL PROPERTY AND CONFIDENTIALITY OF INFORMATION

Sec. 1 - Employees must abide by SAPCO's rules and policies in protecting the intellectual property and confidential information which necessarily includes the following:

- (i) SAPCO's inventions, creative works, computer software, and technical or trade secrets developed by an employee in the course of performing the employee's duties or primarily through the use of the company's assets or resources while working at SAPCO will be the property of SAPCO.
- (ii) Employees must maintain the confidentiality of information entrusted to them by the company or entities with which SAPCO has business relations, except when disclosure is authorized or legally mandated. Confidential information includes all non-public information that might be of use to competitors, or harmful to the company or its business associates, if disclosed.
- (iii) SAPCO maintains a strict confidentiality policy. During an employee's term of employment with the company, the employee will comply with all written or unwritten rules and policies concerning confidentiality and will fulfill the duties and responsibilities concerning confidentiality applicable to the employee.
- (iv) An employee will not, without obtaining prior approval from SAPCO, disclose, announce or publish trade secrets or other confidential business information of SAPCO, nor will an employee use such confidential information outside the course of his/her duties to SAPCO.
- (v) Outside the work environment, an employee must maintain vigilance and not disclose important information regarding SAPCO or its business, business associates or employees.

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- (vi) An employee's duty of confidentiality with respect to the confidential information of SAPCO survives the termination of such employee's employment with SAPCO until the company discloses such information publicly or the information otherwise becomes available in the public sphere through no fault of the employee.
- (vii) Upon termination of employment, or at such time as SAPCO requests, an employee must return to the company all of its property without exception, including all forms of medium containing confidential information, and may not retain duplicate materials.